



St. Catherine's

GORSEINON

Following Jesus Building Community Loving Gorseinon

www.gorseinon.church

HOSPITALITY MINISTRY COORDINATOR

To grow a sustainable, welcoming hospitality ministry that supports St Catherine's Mission Hub Church and connects with our community. Leading day-to-day hospitality, ensuring a warm welcome and a consistently high standard of service. Ensuring hospitality work meets legal, health and safety, and food hygiene requirements, following best practice. Supporting the leadership team with projects that help the church serve and engage the local community.



St. Catherine's
GORSEINON



Esgobaeth Abertawe ac Aberhonddu
The Diocese of Swansea and Brecon

Supported by the Church in Wales Church Growth Fund

Salary:	£26,000
Hours/FTE:	Full Time (37+ hours, 1.0FTE) - working hours subject to agreement between postholder and employer but it will include occasional weekend working, including Sundays.
Contract:	Permanent
Location:	St Catherine's Mission Hub Church, Gorseinon
Reporting to:	Operations and Finance Manager
DBS required:	An Enhanced DBS check through the Church in Wales is required for this post.

KEY RESPONSIBILITIES

- To develop and coordinate a financially sustainable and effective hospitality ministry that furthers the wider mission and community engagement of the Church.
- To identify, develop, lead and support volunteers in hospitality work in the Church.
- Overseeing the day-to-day delivery of catered hospitality, ensuring high standards of welcome, care, and service at all times.
- Ensure all hospitality activities comply with current statutory, health and safety, and food hygiene regulations, maintaining best practice in all areas of operation. To assist the Church leadership team with projects, campaigns, and initiatives that further the church's mission and ministry within the local community.
- To produce a catering plan centred on presenting an appealing and diverse selection of high-quality, dishes tailored to various dietary requirements, enhanced by fresh ideas to create an unique and enjoyable atmosphere, all while carefully managing costs to ensure a memorable event within budget.

KEY WORKING RELATIONSHIPS WITH

- Operations and Finance Manager
- All Mission Hub Church staff and volunteers
- Evangelism Team
- Volunteers

DUTIES AND RESPONSIBILITIES

Develop and coordinate a financially sustainable and effective hospitality ministry that furthers the wider mission and community engagement of St Catherine's Mission Hub Church.

- Facilitate the recruitment, training, and pastoral care of volunteers, creating pathways for people to serve, grow in faith, and find community.
- Assist the Operations and Finance Manager in stewarding the hospitality ministry's budget to ensure good financial governance and long-term viability.
- Provide good quality catering for external organisations using the Church, offering a ministry of presence and hospitality.
- Where possible, use local, ethical, and sustainable products that reflect our commitment to caring for creation and investing in the local community.
- Create annual plans showing how you intend to achieve financial sustainability, reporting against KPI's allocated to you and the team.
- Be an active member of the team, supporting other team members and being fully flexible when needed.
- Ensure you are fully trained in Safeguarding, GDPR and risk management practices.

To identify, develop, lead and support volunteers in hospitality work in the Church

- Identify the gifts of people within the Church family and local community who have a particular calling for hospitality ministry.
- Provide an outstanding level of friendly, respectful, and Gospel-shaped service that reflects the values of Christian hospitality.
- Prepare, cook, and serve food and beverages that support and enhance the mission and ministry activities of the Hub.
- Co-ordinate and nurture a team of volunteers, fostering a culture of welcome, teamwork, discipleship, and spiritual growth.
- Order and manage supplies to ensure all hospitality events are well-resourced, cost-effective, and aligned with ministry priorities.
- Work with the Operations Manager to develop income-generating hospitality events that contribute to the financial sustainability of the Church.
- Manage the hospitality ministry's social media presence to engage the local community, promote events, respond to enquiries, and share the Good News through digital hospitality.

Ensure all hospitality activities comply with current statutory, health and safety, and food hygiene regulations, maintaining best practice in all areas of operation.

- Implement and monitor Food Standards Agency (FSA) requirements, including “Safer food, better business,” to ensure consistently high standards.
- Ensure full compliance with all Food Safety, Health and Safety, and allergen regulations, safeguarding the wellbeing of guests and volunteers alike.
- Maintain a clean, safe, and welcoming food preparation environment that reflects respect for those being served.
- Accurately maintain records, including volunteer agreements and personal data, in line with GDPR and safeguarding policies, ensuring a culture of care and integrity.

Assist the Mission Hub Church leadership team with projects, campaigns, and initiatives that further the church's mission and ministry within the local community.

- Actively support the implementation of new missional initiatives, offering creative and practical hospitality to serve and engage those exploring faith.
- Liaise with local groups and community organisations to encourage use of the church hall for events that build relationships and open doors for witness.
- Contribute to the evaluation and development of the hospitality ministry through regular reporting and reflection.
- Work with other team members to ensure the Church remains a warm, inclusive, and safe environment where all feel welcome and able to explore life's big questions and encounter the love of Christ.

There is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.

This Job Description is not a statement of all the duties applicable to the post holder, variations to the duties outlined above will occur to meet the needs of the post. Any variations will be commensurate with the grade and character of the post.

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience in hospitality, catering, or food service management.	✓	
Experience coordinating volunteers or small teams.	✓	
Experience of working within a church, charity, or community setting.		✓
Knowledge and Understanding	Essential	Desirable
Understanding of hospitality as a form of Christian ministry and welcome.	✓	
Strong knowledge of food hygiene, health and safety, and allergen regulations.	✓	
Understanding of the missional role of the Church in the community, particularly in relation to outreach.		✓
Familiarity with using local, sustainable, and ethical products in hospitality settings.		✓
Awareness of safeguarding and GDPR in community settings.		✓

PERSON SPECIFICATION

Skills and Personal Qualities	Essential	Desirable
Committed Christian with a mature personal faith.	✓	
Strong interpersonal and communication skills with a warm, welcoming manner.	✓	
Ability to organise, lead, and motivate volunteers in a supportive and faith-filled way.	✓	
Proactive, adaptable, and committed to serving others through hospitality.	✓	
Confidence in using social media and basic digital tools to promote events and engage the community.		✓
Ability to communicate through the medium of Welsh		✓
Qualifications	Essential	Desirable
Possession of the right to work in the UK	✓	
The ability to drive and regular access to a vehicle.	✓	
Level 2 (or higher) Food Hygiene Certificate (or willingness to obtain).	✓	
Relevant qualifications in catering, hospitality, or food service		✓
First Aid certification		✓

TERMS & CONDITIONS

Hours of Work:

Full time – 37 hours per week. Pattern of working hours subject to agreement between post-holder and employer but it will include early starts (typically 7:30am). Role will require a flexible approach to meet church and operational requirements.

Term:

Permanent

Salary:

£26,000

Pension:

The employer will contribute 9% of the employee's pensionable salary to a pension scheme of the employee's choice or into the NEST pension scheme.

Holiday:

25 days per calendar year plus bank holidays

The holiday year runs from 1 January to 31 December

Location:

St Catherine's Mission Hub Church, Alexandra Road, Gorseinon, SA4 4NU

Expenses:

All reasonable working expenses will be met at the agreed rates

Probation:

This post will be subject to satisfactory completion of a probationary period of 6 months

Recruitment Timeline

Closing Date: Monday 25th May at 12 noon.

Interviews: Will be held in early June

Applications should be submitted by email to Sandra Thomas, Operations & Finance Manager, at sandra@gorseinon.church

For an informal conversation about this opportunity, please contact Revd Dr Adrian Morgan, Mission Hub Church Leader adrian@gorseinon.church or (01792) 892849.



St. Catherine's
GORSEINON

HOSPITALITY MINISTRY COORDINATOR

To grow a sustainable, welcoming hospitality ministry that supports St Catherine's Mission Hub Church and connects with our community. Leading day-to-day hospitality, ensuring a warm welcome and a consistently high standard of service. Ensuring hospitality work meets legal, health and safety, and food hygiene requirements, following best practice. Supporting the leadership team with projects that help the church serve and engage the local community.

- 37 hours per week
- £26,000
- Pension Scheme with a 9% employer's contribution
- Permanent
- Based St Catherine's Church, Gorseinon
- To apply, download an application form and provide a CV with covering letter
- Closing date: Monday 25th May at 12 noon with interviews being held in early June.

For more information and to apply:

swanseaandbrecon.churchinwales.org.uk/work-with-us