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**North Wearside**

**Communities of Hope**

**Project Coordinator**

**Job Specification**

The Diocese of Durham is engaged in partnership with the National Church (Strategic Development Fund) to invest in low-income communities in ways that bring hope and transformation, both spiritually and physically.

The Beacon Project SR5 is looking for an organised, community-minded person to lead a small team of paid staff and volunteers to establish our Community of Hope in North Wearside.

**Details of Post:**

**Hours of work:** 28 hours per week (0.8 FTE) with some flexibility

Will include weekend and evening work.

**Salary:** £20,000 plus pension pro rata (£25,000 FTE)

**Length of contract:** Three years initially, with a view to extend as funding becomes available.

**Job Specification**

The Project Coordinator will be responsible for leading and managing the project to meet key targets and outcomes, particularly on the Diocesan priorities around energising growth, challenging poverty, engaging with children and young people and caring for the environment. The post requires confident collaboration both with existing church groups (Diocesan and local) and community partners.

The successful candidate will be able to demonstrate skills, knowledge, and experience in the following areas:

**Key Responsibilities**

• Oversight of the project and ensuring key outcomes are met, providing appropriate progress information to the Line Manager, Steering Group (including monitoring, budgets, evaluation and potential fundraising) and the Diocese

• Line manage, support, and develop, the role of the Youth and Community Worker, the Families Chaplain and a team of volunteers

• Work with others to identify, design and deliver programmes and activities, including discipleship courses, and spiritual and practical groups.

• Engage well with the ‘Action Course’ as a vehicle for local empowerment.

• Work with the ordained lead and PCC to embody the vision of God in mission in North Wearside.

• Develop and communicate an understanding of Christian faith to proactively grow local practice.

• Work with the Diocesan Project Manager to plan, deliver and report on the project.

• Work with the Diocesan Sustainability Manager to move the project towards long term financial sustainability.

• Work with the Diocesan Finance Officer to maintain the finance budget and submit financial claims in accordance with diocesan requirements.

• Embed a culture of safeguarding to enable a safe and healthy project, working in conjunction and consultation with the Diocesan Safeguarding Lead and church safeguarding officers.

• Build relationships (formal and informal) with people from a variety of social, economic and ethnic backgrounds

• An inspirational commitment to social justice inspired by the Christian Faith.

• Develop effective partnerships with external organizations’ whose outcomes are in line with the Community of Hope, e.g. Foodbank, CAP Debt Centre.

• Co-ordinate and support regular community activities.

• Promote the project through social media, newspaper, TV coverage.

• Oversee risk assessments and ensure due process is applied.

• Liaise with the diocesan officials, as appropriate, drawing on the skills and expertise available.

• Identify and agree other responsibilities in line with achieving the outcomes of the project as it develops.

Named Key Relationships

• Line Manager & Ordained Lead: Revd Chantal Noppen

• Youth & Community Worker: Rebecca Cooper

• Families Chaplain: Anthony Harbottle-Noppen

Other Key Relationships

• Local volunteers

• Diocesan Project Manager and Sustainability Manager

• Diocesan Finance Support Officer

• Local Clergy and MEV

• All Safeguarding Officers

• Treasurer

• Local agencies, organisations and charities to support community cohesion and development

| Personal Specification | essential | desirable | evidence (essential)A=APPLICATIONI=INTERVIEWR=REFERENCE |
| --- | --- | --- | --- |
| skills | good communicatorexcellent presentation skills interpersonal skillsstrategic thinkereffective plannerself-motivatedproficient IT skillsusing word processing, spreadsheets and presentationsproject management good practice (paid or voluntary) | ability to deliver training courses. | A, II, RA, I, RA, RA, IA, IA, I, R |
| Knowledge  | publicity and social media outletssafeguarding  | budget managementunderstanding of Church of England practicessustainability (of projects)awareness of charities, agencies, involved with community development and social deprivation  | A, IA, I, R |
| experience  | Qualification in Community Development Work ***or*** an associated profession ***or***experience in a Community Work setting either paid or voluntary.Experience in providing advice and guidancemanaging volunteers | Fundraisingpublicity | A, RA, RA, R |
| Attitude  | Christianwillingness to attend church regularly within 3 parishesflexible networker/approachablebuild relationshipssupport and befriendcommitment to social justicecommitment to equality of opportunities and empowermentteam player as well as prepared to use own initiative |  | A, RIA, IA, RA, I, RA, I, RA, I, RA, R |

**General**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents and we aim to create a workforce that:

* values difference in others and respects the dignity and worth of each individual.
* reflects the diversity of the nation that the Church of England exists to serve;
* fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are a living wage employer.

**Standards of Behaviour and Conduct**

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**Safeguarding**

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the priest in charge of the parish or parish safeguarding officer.

For the right candidate we will support further training should that be appropriate.

The successful candidate will be subject to an enhanced check by the Disclosure Barring Service (DBS) and required to attend Diocesan Safeguarding training.

Please contact: Megan Lunn at megan.lunn@northwearsideparish.com for an informal discussion about this role.

Closing Date for Applications: 22nd September 2021

Interviews will be held: 5th October 2021

We are an equal opportunities employer with commitment to inclusion.

There is a genuine occupational requirement that the post holders are practicing Christians.