



## Project Coordinator

Are you a committed Christian with a desire to see people grow in faith and confidence and into their full potential? Are you a community-minded individual with an enthusiasm for people and developing relationships in a place? Are you a good listener who is highly organised and able to think and work creatively to respond to a situation? Are you experienced in delivering projects with a hands-on approach?

If so, you might be just who we're looking for to join our team at *The Beacon Project: SR5*. In partnership with the Parish of North Wearside, we hope *The Beacon Project: SR5* will result in a series of locally authentic and evolving, sustainable church activities and practices, that will increase our value to, and relationships with, our community in North Wearside, Sunderland.

As the Project Co-ordinator you will be responsible for the logistical side of leading the project; the initial phase of which will include data collection, listening and planning the way ahead in consultation with others and recruiting, training and managing a team of staff, that will include local people and volunteers. You will also lead on developing and implementing a plan for sustainability for the project, including applying for external funding and generating income streams.

The role is varied with a number of key roles and responsibilities. Operational management and administration are at the heart of this role, and relationship development with external agencies and community will be essential in delivery. The role also includes some pastoral work, as all members of staff will spend time offering an open office/chaplaincy space for members of the community. The Project Coordinator will work closely with, and be accountable to, the ordained *Beacon Project* lead. The Project Coordinator will also have responsibility for managing a team of paid staff and volunteers.

Whilst there is some flexibility available, we expect the post to be worked over four days a week, with occasional evenings and weekends.

**Hours of work:** 4 days a week (32 hours approximately).

**Salary:** £20,500 (£25, 625 FTE)

**Length of contract:** Four years initially, with a view to extend depending on funding.

To make informal enquiries about this role you are invited to contact the ordained lead of *The Beacon Project*, the Rev'd Chantal Noppen on 07504 560249.

For further information and an application pack please go to [www.northwearsideparish.com](http://www.northwearsideparish.com)

**Deadline:** 6pm on August 15<sup>th</sup> submitted electronically to [beaconprojectsr5@gmail.com](mailto:beaconprojectsr5@gmail.com) or by post to The Team Rectory, Rotherham rd., Redhouse, Sunderland, SR5 5QS.

**Interviews** are scheduled for the week beginning August 31<sup>st</sup>.