



## Project Coordinator

### Advert

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.

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

### Basic Information

**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.

## **Context: The Parish of North Wearside and The Beacon Project: SR5**

North Wearside Parish has been granted funding to aid in the development of the Church within the community and to increase our missional impact and focus, this is *The Beacon Project: SR5*. Through *The Beacon Project*, by 2025 the Parish of North Wearside hopes to be an evolving authentic expression of Church, visible and valued in the community; accessible to all, led by locally grown and nurtured leaders.

The Parish of North Wearside is a Church of England Parish located in Sunderland. We have two Church buildings - Holy Trinity Southwick and St. Cuthbert's Redhouse - and a community project at St. Bede's on Town End Farm. We are a growing parish with a love of our community and a desire to see those in it thrive. We are an urban parish with a population around 36,500, across a number of estates. We are ranked 391 on the Church of England deprivation statistics. Holy Trinity is a grade II listed building and St. Cuthbert's dates from the 1950s and has two halls attached for community and church use. Both buildings have toilets and kitchens but we have recently launched an ambitious building project for Holy Trinity to further upgrade its facilities.

In North Wearside Parish we have been growing an extensive programme of outreach both for community events and more faith focussed work. We run a number of growing mid-week groups for children and young people, from babies to high school. We also host a community meal during the winter months that is open to anyone. We are seeking to grow in visibility and develop our relationships with the community around us further. We are also looking to grow work that has been done by Unlock workers on the Town End Farm area of the parish at St. Bede's Community centre.

*The Beacon Project* will run alongside and be well integrated with the Parish of North Wearside, with an initial base at Holy Trinity, but we do not plan or intend to be limited to that building. We are keen to develop ways of being present, accessible and visible as church within the community, across the parish; including St. Cuthbert's, Redhouse and St. Bede's community centre, Town End Farm.

We will be a focal point for the community, valued for feeding people spiritually, physically and sacramentally, with significant emphasis on assisting, developing and equipping local leaders. Our work is part of the *Missio Dei* – the understanding that God is already present and active in this place, we are simply striving to take part in that mission and realise God's plans for the people in SR5. As such we intend that the project will lead to the mutual growth of the staff, local leaders, volunteers and community alike. We want to be a people and place where knowledge of God is made known, discovered and celebrated, across all ages and backgrounds; where God is seen as much in the learning and innocence of a young child to the decades of wisdom of a life veteran, from the highly educated to the illiterate; where blended families and individuals form community, both transient and rooted. We will be engaged in the needs and concerns of our community and ensure that we build and develop relationships with other organisations in the area to have an integrated approach; enabling organic growth of faith, skills and leadership, with our key themes/points of focus being social isolation, poverty, & young people and families.

### **The Post**

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 to deliver the project.

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 part of the project all members of staff will spend time offering an open office/chaplaincy space for members of the community.

## **Job Specification**

The post of Project Coordinator of *The Beacon Project: SR5* is likely to be varied and diverse, including both operational management and some community work. There may be the possibility to explore more pastoral and spiritual leadership down the line, if desired.

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

<b>Role specific responsibilities</b>	
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• To support Team Vicar in developing the vision and ensuring reality of the project with a can-do approach and attitude</li> <li>• To work closely and collaboratively with the Parish Team; attending appropriate meetings, investing in relationship building to ensure a cohesive and joined up approach</li> <li>• Responsible for operational delivery; planning logistics, developing procedures and associated policy development and maintenance</li> <li>• To recruit and manage a team of paid staff and volunteers to deliver the project, including ongoing training assessment and reviews</li> <li>• To ensure the project remains in budget and secure sustainable funding for the future</li> <li>• To collect data, track progress, develop KPIs and write reports and updates as required for internal and external audiences</li> </ul>
<b>Community Development &amp; Enterprise</b>	<ul style="list-style-type: none"> <li>• To determine the needs of the local area/community, through comprehensive mapping of context, including poverty markers and developing a skills audit of partners</li> <li>• To build and develop relationships with community members and organisations, proactively pursuing partnership opportunities.</li> <li>• To present the project and progress articulately to the community and key audiences</li> <li>• To develop sustainable models and identify potential enterprise developments and opportunities for the project, including funding streams</li> </ul>
<b>Spiritual &amp; Pastoral</b>	<ul style="list-style-type: none"> <li>• There is an expectation that every member of staff will spend some time at designated places (including St. Bede's and St. Cuthbert's) on a rota in an open office/chaplaincy role to develop the relationship there.</li> <li>• You will be required to lead prayer and worship activities as part of your role and to facilitate the team in planning and delivering events that communicate the Christian faith in a low key accessible way.</li> </ul>
<b>Additional Important Information</b>	<ul style="list-style-type: none"> <li>• <b>Please note: There is a genuine occupational requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.</b></li> </ul>

## Person Specification

<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to degree level OR able to provide evidence of an ability to work at a similar level, with a relevant skill-set.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of managing people (paid or voluntary) through encouragement, motivation and development</li> <li>• Ability to manage significant projects (financial and people) working with multiple stakeholders to deliver key outcomes on time and within budget</li> <li>• Proven experience of collaborative working; forming effective working relationships with a diverse range of people, including experience of conflict-resolution.</li> <li>• Evidence of financial acumen: previous experience of developing and managing significant budgets</li> <li>• Experience of project evaluation, responding to feedback, report-writing and presentation skills</li> <li>• Experience with corporate presence on social media platforms and managing online community interactions</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent project management skills; able to produce plans and deliver results without losing sight of strategic context</li> <li>• An able communicator with the ability to tailor delivery to different audiences and contexts.</li> <li>• Strong interpersonal skills and an excellent team player; open to learning from, and listening to, others.</li> <li>• Able to demonstrate self-awareness and emotional intelligence;</li> <li>• Excellent IT skills, including Word and Excel;</li> <li>• Knowledge and understanding of the structures of the Church of England</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to work independently in handling a diverse workload and in keeping to deadlines.</li> <li>• Highly organised, pragmatic and efficient but able to adapt and embrace change.</li> <li>• Personal credibility and gravitas.</li> <li>• Able to exercise sound judgement and decision making</li> <li>• Motivated self-starter with a flexible attitude</li> <li>• Able to demonstrate enthusiasm, resilience and tenacity.</li> <li>• A deep commitment to a personal Christian faith and a motivation to see that grow in others.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• A willingness for flexibility as some evening and weekend work may be required</li> <li>• A willingness to undertake additional training as required</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Given the size of our geographical parish, a full UK driving licence and access to own car would be helpful as travel will be necessary.</li> <li>• A formal qualification in a subject related to the key responsibilities of the role: finance, HR, administration or similar</li> <li>• Experience with producing press releases, publicity and literature.</li> <li>• Knowledge and awareness of copyright law regarding worship and publicity literature</li> <li>• Applying for grants and securing external funding</li> </ul>

## **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.

There is a genuine requirement for the applicant to demonstrate a personal commitment to the Christian faith however we are additionally committed to being an equal opportunities employer and ensuring that all employees, job applicants, visitors and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated with, and to treat others, with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual. 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.

## **Health and Safety Responsibilities**

The Parish of North Wearside takes Health and Safety at work and the safeguarding of vulnerable adults and children very seriously, we require all our employees to familiarise themselves with, and follow, our policies for these. All offers of employment are subject to an enhanced DBS disclosure.

## **Application and Interview process**

Application will be through covering letter, CV and a completed template of the job specification demonstrating how you fulfil it. The covering letter should address how you respond to *The Beacon Project*: SR5's slogan of 'listening, learning and lighting the way'. A blank template can be found on [www.northwearsideparish.com](http://www.northwearsideparish.com)

You will also need to fill out and return a Church of England Confidential Declaration & Privacy Notice

Applicants are asked to provide the name and contact details for three referees, one of whom should be able to comment on your faith commitment and spirituality, eg. a church leader or spiritual director. Another should be a recent work reference.

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

**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>.

