

**Job Description  
for  
Renew SSJ Lead Person Role (paid)**

**Hours:** 16 hours per week  
Monday 9.30am – 1:30pm  
Tuesday – Friday – 9.30am – 12.30pm

**Hourly Rate:** £11.44 per hour (National Living Wage)

**Core Job Responsibilities:**

- To be responsible for the day to day leading of Renew SSJ including:
  - Unlocking & locking up - ensuring building is secure
  - Leading or facilitating the guided prayer time at 11.30am each day
  - Proactively planning and organising the various regular activities / groups who come to Renew SSJ.
  - Taking time to get to know our guests and volunteers
  - Holding a debrief with volunteers after each session so that any concerns or issues regarding our guests or other more practical issues can be captured and addressed.
  - Ensuring all guests full names are entered in the diary.
  - Inputting the daily attendance figures onto the Renew Attendance Spreadsheet (Excel)
  - Ensuring Guest Registration Forms are completed for all new guests and inputting the information onto the MHSDS Spreadsheet.
  - Compilation of the Monthly MHSDS Report (required by 4<sup>th</sup> of the month)
  - Input including case study & photos for the Quarterly Grant Report.
  - Ensuring the Guest Feedback Forms are completed monthly, and ideas / issues raised are explored.
  - Recruitment and training of new volunteers.
  - Co-ordination of the volunteer rota ensuring that there are ideally 2 volunteers plus Renew lead Person on shift each session.
  - Leading of volunteers during each session.
  - Building relationships with local leaders & organisations in order to grow and develop the service.
  - Encouraging guests and volunteers to link with other SSJBC activities
  - Ensuring the cleanliness of the building is maintained.
  - Ensuring that Food Standard Agency guidelines are adhered to.
  - Ensuring that supplies of refreshments and cleaning products are adequately maintained.
  - Creation / updating of advertising posters for noticeboards.
  - Promoting Renew SSJ on Social Media platforms such as Facebook, NextDoor etc.

**Person Requirements:**

- This is a leadership role.
- A person who genuinely loves people.
- Someone who can demonstrate a 'can do' attitude.
- A leader who can inspire and motivate a team of volunteers.

- A highly organised person who can work to deadlines
- The ability to capture accurate information for grant purposes.
- The ability to input data into spreadsheets, and to extract statistics for reporting purposes.
- The ability to assist in the compilation of reports for grant providers
- Conversant with Social Media Platforms such as FaceBook / Nextdoor etc.
- Someone who can be flexible when needed.
- It would be great if the person has a Christian faith, but if not, it is essential that the person is respectful of the Christian faith.

### **Job Requirements:**

- DBS Checked (SSJBC provide)
- Safeguarding Trained (SSJBC will provide)
- FSA Level 2 Minimum (SSJBC will provide)
- Computer literate (able to use email, excel, word etc)
- Someone who is conversant with Social Media and can promote Renew SSJ and other SSJBC activities through these platforms.