

PROJECT LEAD (STARCH): **JOB DESCRIPTION**

Main Purpose of Role

- To work with the STARCH Volunteers, CTST Trustees and Operations Manager to deliver the objectives of the project
- To provide administrative support to the STARCH Project
- Lead in the running of the STARCH Project and connect with relevant networks
- To manage the finance and budget of the STARCH project
- Responsibility for allotted geographical area of South Tyneside

Employer

Churches Together in South Tyneside

Conditions

- Contracted Hours: 15 hours per week
- Contract type: 2-year contract, renewable with funding confirmation
- Working type: Hybrid working, home-based - Tuesday sessions (10-2)
Plus adhoc meetings & client support
Home working allowance
- Salary: £14.50 per hour (£11,310 pa / £28,275 FTE)
- Pension: 5 per cent
- Holiday: 5.6 weeks holiday per year plus 8 Bank Holiday days
- Safeguarding: Suitable references and DBS required
- Probation period: 6 months

To provide function in the following areas:

1. Administration and Care of Volunteers

- Follow up initial interest
- Maintenance of volunteer information on STARCH system in accordance with policies and procedures
- Interpersonal skills to enthuse and care for volunteers
- Training and development of volunteers

2. General Administration

- Follow up initial interest
- Arrange and meet with individuals and/or relatives, preferably at session
- Management of information on website
- Management of information provided
- Management of project and finances

3. Events

- Weekly sessional event including guests of interest
- Annual special events
- Provide support for the organisation in the running of parties and events

4. Securing Resources

- Provide support for funding applications

5. Monitoring and Review

- Comply with Reporting and Performance Management Systems
- Develop and promote best practice

6. Training

- Participate in training and development opportunities that are relevant to the job role and assist, where appropriate and necessary, with training within the STARCH Project or CTST policy training

7. Relationships and Networking

- Ensure that positive relationships with local churches are established and maintained
- Encourage a positive relationship with stakeholders of the STARCH Project by participating events arranged by STC, Inspire etc
- Attendance at networking events connected to asylum seekers and refugees

8. Equality and Diversity

- Support principles of equality, diversity and social inclusion

9. Health and Safety

- A proactive responsibility of care for own and others health and safety
- Clearing and ethically disposing of unwanted donations

The post calls for dynamic & innovative individuals who are able to adapt to changing demographic circumstances and therefore the above list is not exhaustive and other duties may be attached to the post(s) from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

PROJECT LEAD (STARCH): PERSON SPECIFICATION

	Essential	Desirable	Assess ment		
Education	Min NVQ level 3/A-Level/T-Level.		A C		
Experience	- Experience of working with diverse communities and faiths - Experience of project support - Fluent computer skills, particularly with Microsoft programs - Experience of networking with a range of stakeholders - Experience of attendance and participation at network events	- Experience of successfully securing funding for projects/events - Experience organising events - Experience of working with asylum seekers - Experience of working with refugees	A I R		
Knowledge, Skills & Aptitudes	- Good command of the English language with the ability to record and report effectively in writing - High degree of proficiency in computer skills, with the ability to record and communicate confidently using this medium - Excellent verbal communication - Sympathetic to the circumstances of refugees	Familiarity with more than one faith community	I R		
Disposition	- Share our Christian values - Share our Charity Values - Patient, compassionate and empathetic in attitude to all people - Flexible approach to work - Commitment to the principles of equality and diversity - Able to work independently with minimal supervision - Able to work to tight deadlines - Willing to take training - Commitment to refugee needs - Positive and proactive approach to working within a faith environment	Ability to respond with appropriate firmness	I R		
Circumstances	- Able to travel between locations - Able to work from home - Able to work evenings and occasional weekends		A I		
Licensed	- Full current driving license - Access to a car		D		
A – Application Form		D – Driving License	R – References	C – Certificate	I – Interview