

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.
- To manage the finance and budget of the STARCH project.
- Responsibility for allotted geographical area of South Tyneside.

To provide function in the following areas:

1. Administration of Volunteers

- Follow up initial interest
- Maintenance of volunteer information on STARCH CRM system in accordance with policies and procedures.

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.

8. Equality and Diversity

- Support principles of equality, diversity and social inclusion.

9. Health and Safety

- A responsibility of care for own and others health and safety.

The post call 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	Method of Assessment
Educational Attainment	NVQ level 3 or above.		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 organising 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 - Commitment to refugee people's needs - Positive and proactive approach to working within a faith environment.	Ability to respond with appropriate firmness	I R
Circumstances	- Able to travel between different settings/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
C – Certificate

D – Driving License
I – Interview

R - References