

JOB DESCRIPTION

Job Title:	Space4 Manager
Salary:	£14,560 per annum, (equivalent to £24,267 FTE based on 37.5 hour week).
Contract:	Fixed Term (1 year). (the aim is for the role to continue on this basis beyond this term but is dependent on securing on-going funding)
Hours:	22.5 hours per week.
Holidays:	equivalent to 28 days per annum (including statutory holidays).
Other Benefits:	Pension Scheme (with 'People's Pension').

CONTEXT:

The Space4 project is part of the community work of St Michael and All Angels (C of E) church based in Houghton-le-Spring. The project typically works with people who rarely feel valued in society, working with and being alongside them while seeking to 'to be a space for community to flourish'. For 6 years the project has provided a 'drop-in' based on the high street running targeted group sessions and also provided a community foodbank and clothes bank. The Coronavirus crisis has caused a multitude of issues for already vulnerable people related to financial pressure and social isolation. In response to this, the project has provided ongoing community support through telephone and online contact as well as expanded foodbank provision. Recent grant awards have allowed for increased management capacity and additional staffing to provide further support and emergency food provision.

PURPOSE OF JOB:

To lead the project to achieve its vision of being 'a community offering unconditional welcome, working together and being alongside people, helping each other be the best we can be' by:

- Providing community space where everyone feels welcome and valued;
- Seeking to empower and equip people to move forward in their lives;
- Working in partnerships with churches, charities, other service providers helping people access services;
- Enabling people to navigate & challenge issues relating to poverty of resources, identity and relationships;
- Seeking to increase reach and impact in a scalable and sustainable way.

REPORTING TO:

The project steering group, through the chair.

MAIN DUTIES AND RESPONSIBILITIES

1. To work with project steering group during the 'recovering' phase of the COVID-19 crisis to transition back into project buildings in line with government guidelines to do this is a safe and legal way.
2. To take overall accountability and, with the Space4 Assistant Manager, to manage the day to day operations of the project to include:
 - Building management: contracts, insurance, utilities, security, ensuring space is fit for purpose, compliance with health and safety including COVID-19 guidance, fire safety, environmental health, completion of statutory safety checks (gas/fire/PAT).
 - Staff & Volunteer Management: recruitment, objectives setting & monitoring, development, holiday tracking, monitoring sickness absence. Line Management of Assistant Manager, Foodbank Coordinator. Overall accountability for welfare and performance of staff, sessional workers, volunteers.
 - Planning trips, groups, sessions, activities, events, clothes bank, food cupboard.

- Technology including computer equipment, backups and security, on-line.
3. To supervise and support the Assistant Space4 Manager to provide on-line and community-based services to help people dealing with social isolation and mental health issues, ensuring we meet our objectives to:
 - i) support communities through the COVID-19 crisis (Coronavirus Community Support Fund award) by:
 - providing ongoing community support, encouragement, and hope through on-line presence & phone contact: coordinating an (established) team of volunteers with good knowledge and community relationships to do this;
 - providing 'creative making' opportunities for people struggling with social isolation and mental well-being through on-line sessions, post and telephone.
 - ii) improve lives and build community confidence (Northumbria Police award) by:
 - developing & delivering packs to adults & engaging them in home-based activities;
 - creating a series of short films about well-being;
 - maintaining community connections and increasing our outreach, drawing on technology to develop ways of linking with 'hard to reach' people.
 4. To supervise and support the Foodbank Coordinator to deliver an expanded foodbank for people struggling with food poverty, and provide toiletries and baby essentials for families in need, including those escaping domestic abuse, ensuring we meet commitments to the Coronavirus Community Support Fund.
 5. To work with the project steering group to continue to develop the vision and strategy for the 'Next Chapter' of the Space4 project:
 - use existing and new relationships to listen to the community and identify needs while emerging from the Covid crisis;
 - to consult with staff & volunteers representing the community to direct the future goals of the project;
 - to develop our approach to supporting people with financial issues (including developing opportunities for partnership working with 'Sharp');
 - to develop a set of outcomes and measures, in line with values, that demonstrate the positive progress of the project.
 6. To be responsible for the management of project Finance and Funding:
 - Proactively seek sources of funding, preparing funding applications with staff and steering group members as appropriate;
 - To look for opportunities for income generation from within the project;
 - To make payments to suppliers and sessional workers in line with payment policy.
 - To work with SEA (providing financial support) to input to budget, to track and report on spend against budgets including monitoring of grant monies, petty cash, sessional workers, employee spend.
 7. To maintain operational and financial records and provide regular reports on these to project steering group including demonstrating social impact of Space4 activities.
 8. To promote, represent and market the project, attending meetings as necessary, with partner organisations and key stakeholders including Local Authority (VCS Coalfields Area), Gentoo, Mental Health Services (Houghton Day Unit, Crisis Team), Mind, Local GPs (Kepier & Church Street), Jobcentre Plus, Wear Recovery, Wearside Women in Need, De Paul, Sharp.
 9. To take on the role of safeguarding lead and to ensure that the project always adheres to the Diocesan Safeguarding Policy.
 10. To work and to develop the project in line with our values:
 - We encourage people to be the best version of themselves regardless of faith, gender, race, sexuality, age or background;
 - we make sure people feel valued and cherished as part of a community, believing that everyone has something to give;
 - we accept everyone's contribution, promoting mutuality and 'reciprocity' to help people build self-worth;
 - we seek to be with and work with people, helping individuals and community to grow;
 - we are motivated in our actions by our Christian faith; this is not a barrier to people being with us.

Person Specification

Attributes/ Requirements	Essential	Desirable
Educational qualifications and Experience	<ul style="list-style-type: none"> •Experience of leading Community Development projects. •Experience of working with volunteers. •Experience of working with the local community in partnership with others. •Foodbank experience. •Experience of working with vulnerable adults. •Experience of working with children. •Experience of staff development. •GCSE or equivalent in English and Maths. 	<ul style="list-style-type: none"> •Working knowledge of Community Development practices. •Experience of managing buildings as part of a community project. •Experience of managing foodbank. •Experience of being safeguarding project lead. •Experience of working with church communities.
Knowledge & Skills	<ul style="list-style-type: none"> •Good organisational and leadership skills. •Excellent verbal and written communication. •Able to build confidence and develop skills in others. •Able to resolve conflict. •Good IT skills & good knowledge of MS Office. •Able to manage project finances. •Understanding of social issues relating to communities. •Well-developed problem-solving skills. •Fundraising experience. •Understanding of safeguarding good practice. 	<ul style="list-style-type: none"> •Experience of developing social impact measures. •Knowledge of the local community in Houghton area.
Personal characteristics	<ul style="list-style-type: none"> •Patient and compassionate approach. •Drive and enthusiasm. •Diplomacy & tact in dealing with sensitive issues. •Good listening skills. •Open to new ways of thinking and working. •Able to represent the project. •Willing and able to work with other service providers to meet community needs. •Able to work on own initiative. •Able to work as a team, valuing its support and contributing to its development. •Able to work well with a diverse group of volunteers. •Good self-awareness and commitment to reflective practice, learning & personal development. •High level of personal integrity. •Positive attitude to Christian ethos and values. 	<ul style="list-style-type: none"> •Able to help wider church develop new ways of relating to local community.
Additional Factors	<ul style="list-style-type: none"> •The post requires candidate to complete a DBS for an enhanced level of disclosure. •Full current driving licence. 	

NOTES:

1. The above list of responsibilities is not exhaustive and other reasonable duties, commensurate with the postholders skills and experience, may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.
2. Where the post holder uses their own car for project business mileage of 45p will be paid.



The Space 4 project is part of the community work of the
Parochial Church Council of the Ecclesiastical Parish
of St Michael & All Angels, Houghton le Spring,
registered charity number 1135095.