



**The Methodist Church**  
**Trinity Methodist Church, Shettleston, Glasgow**  
(in the Strathclyde Circuit of the Methodist Church in Scotland)

## **JOB DESCRIPTION**

**Job Title:** Community Project Co-ordinator

(the appointment will be for a twelve month period with extension dependent on Funding for a possible further four year period)

**Location:** Trinity Methodist Church, Shettleston, Glasgow

**Responsible to:** The Management Committee as a sub-committee of Trinity Methodist Church Council (who will have responsibility for line management / supervision.)

### **Purpose and Objectives:**

Seek to create an authentic and culturally relevant community of faith aiming to improve the social, physical, emotional and spiritual well-being of people in the local community by:

- Creating an accessible, safe, welcoming and comfortable Community Hub- open five days per week offering:-
  - a cafe which will serve nutritious food
  - opportunities for local people to learn and develop skills for possible employment in the hospitality sector,
  - workshops covering cooking healthy meals, advice on nutrition, confidence and self-esteem, fitness and mindfulness,
  - small group activity,
  - signposting to other advice agenciesand opportunities for reflection and prayer.
- Encouraging Participation and offering opportunities to share stories and offer support to friends and neighbours within the life of the project.

**We are an equal opportunities employer but there is an occupational requirement for the post holder to be a practicing Christian in accordance with the Equality Act 2010: part 1, schedule 9.**

### **Main Responsibilities**

- Development and oversight of drop-in Hub
- managing of staff and volunteers.
- developing partnerships, networking, building volunteer capacity, monitoring and evaluation, securing resources and day to day financial planning and management
- Identify volunteers and encourage their involvement in project activities by providing encouragement, facilitating training and building effective teams
- Working in partnership to identify, set up and develop initiatives which build bridges between church and the community and serve identified needs.
- Support the overall vision of an open and inclusive Christian fellowship offering a range of activities and projects.
- Attend management group meetings when arranged and Church meetings when requested.
- Keep adequate records of contacts and of work undertaken.
- Seek to develop good practice regarding outcomes and evaluation to enable the review of project work and where necessary to change/develop its focus.

## **Terms and conditions**

- The salary scale will be £17,000 - £21,000 per annum subject to appropriate qualifications and experience)
- Normal working hours: 35 per week.
- Pension scheme.
- All reasonable expenses will be reimbursed.
- 5 weeks annual leave entitlement per year plus public holidays.
- Appointment will be subject to a satisfactory PVG safeguarding disclosure.
- Appointment will be subject to the satisfactory completion of a three-month probationary period.

## **Management**

The Lay Employee will have a management group whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare with the Lay Employee a personal development plan.
- Ensure good communications between all partners involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly).
- Act as a "sounding board" to the Lay Employee and ensure suitable pastoral support.

**PERSON SPECIFICATION**  
**Project Co-ordinator.**

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Education & Training	A recognised community development or social care qualification at degree level or equivalent.		Q
Relevant Experience	Current participant in the life of Christian Church or Community (occupational requirement for the post holder to be a practicing Christian in accordance with the Equality Act 2010)	Experience of practical mission, evangelism or outreach	A,I
Special Knowledge & Skills	Project Management	Knowledge of project development	A,I
		Able to use Microsoft Word, Power Point, and Excel	E
Special Qualities or Aptitudes	Able to relate effectively to a wide spectrum of people		A,I
	Able to communicate effectively in person and in writing		A,I
	Able to motivate self and others and to set and work to goals without direct supervision	Knowledge of developing strategic action plans	A,I
	Able to contribute effectively to a team		
	Able to present a strong Christian example		A,I
		Able to adapt to changing priorities and circumstances	I
Any Other Requirements	Willingness to understand and engage with Methodism.		I
	Satisfactory Disclosure from the CRB		PVG Application

A - Application form; I - Interview; E - Exercise; Q - proof of qualification (certificates or transcripts)

