

JOB DESCRIPTION

<u>Job Title:</u>	Compassion Co-ordinator	
<u>Location:</u>	The Vineyard Centre, Unit 1, Cockerell Close, Stevenage, SG1 2NB	
<u>Reports to:</u>	Lead Pastor	
<u>Main Purpose:</u>	To lead and co-ordinate Compassion and outreach ministries in the Stevenage Vineyard in line with the vision, mission and purpose of the Stevenage Vineyard Church continuing the development of these areas.	
<u>Hours of work:</u>	20 hours per week (flexible hours within the following times) Monday (10am – 4.00pm) Tuesday (10am -4.00pm) Wednesday (10am – 4.00pm) Friday (11am – 2.30pm)	
<u>Contract Type:</u>	12-month fixed term	<u>Salary:</u> £20'000 pa (pro rata)

RESPONSIBILITIES & DUTIES

General

- To ensure all who come are treated with dignity and respect thus adhering to the vision, mission and values set out by Stevenage Vineyard Church.
- To review and develop the strategic direction of all areas of compassion and outreach including developing a centre for serving the community, reaching out with the values of Stevenage Vineyard Church in conjunction with the Lead Pastor.
- To oversee weekly foodshed sessions (currently Wednesdays) looking to develop more areas to effectively engage with people and bring lasting change
- Be the point of contact and support for all compassion ministries in the church (Babyshed/SMDA/SBSG/Kindness events/Foodshed/Love Stevenage)
- To interact, pray and envision the teams and pray with users
- To oversee the drop in clinics and other areas working with the supervisors to develop, communicate and network with other local agencies
- To maintain links with the wider community promoting the compassion based services
- Lead team briefings and prayer times
- To advocate for users across agencies and other services
- To oversee social media content and communications within Compassion ministries
- Meet and develop relationships with local agencies/charities
- Working towards developing a culture of kindness within the church by organising events and accessible situations in which people can practice living an outward lifestyle. Collate stories of success and failure to inspire people.

Donations and Support

- Manage existing relationships while developing new ones to sustain and meet needs for the foodshed and other areas
- To work with volunteers in ensuring stock levels are maintained and sorted correctly according to basic food and hygiene standards

Team

- Line manage foodshed Administrator position and volunteers
- Build and manage teams, working with pastoral team on recruitment and training
- To conduct foodshed team meetings (prior to session) and other meetings with teams as appropriate
- Develop team/small groups that look outward allowing people to practice the values of Stevenage Vineyard

Other duties

- Comply with all Church operating policies and procedures, including health & safety and safeguarding policies
- Contribute to the effective running and development of the Church
- Undertake any training or personal development as required
- Ensure volunteers and staff have up to date and relevant training
- Any other duties reasonably requested by your Line Management

KEY FACTORS

Employee Reports: Relevant Volunteer Teams
Financial Responsibility: n/a

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Basic GCSE's or equivalent 	Course in safeguarding
SPECIAL SKILLS	<ul style="list-style-type: none"> • Good communication with adults • Leading volunteer teams • Working on macro and micro level • Problem solving • Mentoring • Entrepreneurial • Proactively developing relationships with other agencies 	Motivational Driving Licence
WORK / VOLUNTEER EXPERIENCE	<ul style="list-style-type: none"> • Previous supervisory experience • Team leadership 	Ministry
KNOWLEDGE	<ul style="list-style-type: none"> • Safeguarding • Culturally aware 	Biblical / doctrinal Understanding of social issues/systems
SPECIAL FACTORS RELEVANT TO THE POST	<ul style="list-style-type: none"> • Adherence to the Statement of Faith of Vineyard Churches UK • Adherence to the Vision & Values of Stevenage Vineyard Church • Clear DBS • Strong personal faith 	
COMPETENCIES	<ul style="list-style-type: none"> • Organisation & Administration • Team leadership • Good Computer skills (essential) • Management • Social media competent 	