**St Michael’s Church, Southfields**



**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Title** | Project Facilitator, Community Transformation Team |
| **Reports to** | Associate Minister |
| **Location** | St Michael’s Church, Southfields, London SW18 5TT |
| **Salary** | £16,317 (3/5ths of full-time salary of £27,195) |
| **FTE** | 0.6 (3 days a week) |
| **DBS Required?**  | Yes (we can process it on your behalf before start date) |
|  |  |
| **Role Context** | St Michael’s is a family of churches in SW London. Our vision is: Being Transformed | In Christ | For EveryoneWe have a growing ministry of Community Transformation projects, including Wandsworth Foodbank, Community Lunch, Sparkle, Ukrainian Supper and Glass Door homeless shelter (winter). Through these projects and the St Mike’s café which runs weekdays, we have a growing local community of people welcomed into church who have additional needs and challenges. We want to see more people supported and cared for. We also aim to provide ways (such as Alpha courses) for people to come to Christ, grow in their faith and thrive in their lives. As a Christian organisation, our faith as a staff team is an integral part of our working culture. |
| **Role Purpose** | This role will work alongside the other members of the Community Transformation team to strengthen and develop our projects and support members of our community who are seeking help. |
| **Responsibilities** | * To deliver the following projects: one day per week for delivery of a weekly Sparkle session; fortnightly Souping Sessions; monthly Ukraine Supper; and any others as requested.
* To take responsibility for food hygiene and kitchen management issues across all church sites
* To support the delivery of other Community Transformation projects, such as Life Skills courses, Read & Feed, the 11 O’Clock social hour, and our fundraising retail sample sales.
* To facilitate the menu preparation, online food buying and delivery, and weekly volunteer rotas for the following projects: Souping, Community Lunch, Ukraine Supper, Glass Door, Sparkle, and any others as requested.
* To play a key role within the team delivering our Christmas Bundles annual project, with a focus on ensuring all necessary food is bought, packed and distributed in a timely fashion
* To be one of our team of Glass Door volunteer co-ordinators on the occasional Saturday evening during the winter months
* To provide cover for other social action colleagues when on leave and to help with other church-wide projects such as Mission Possible and the Christmas Fair
 |
| **Essential Skills** | * A strong heart for Community Transformation: being Jesus to those in need.
* Project facilitation/ delivery: experience planning and delivering projects to cost and within specified timelines.
* Team coordination & volunteer management: organization, attention to detail and great communication skills.
* Menu preparation & food management skills: a love of hospitality, food, good cookery knowledge and skills, and proficiency in menu planning and logistics.
* Able to prioritise competing demands and keep on top of multiple projects at once.
* Computer literate: proficient in MicroSoft Word, Excel and PowerPoint skills.
* Flexible, adaptable, practical: willing to learn new skills as required.
* Polite, confident and servant-hearted, with a strong work ethic.
* Proficient in executing the vision of the church.
* Good community engagement and interpersonal skills; able to relate to people from all walks of life.

**Desirable** * Active member of St Michael’s churches
* Knowledge of food safety regulation and kitchen management although training will also be provided.
* Knowledge of the local area and community.
* Social media skills, eg. Instagram, Facebook etc
 |
| **Working Environment** | As a church we respect and value our colleagues and work closely together. We encourage and affirm often, challenge when necessary, and support always. Our staff community is lively, fun and collaborative, with good friendships and spiritual depth.We have a number of exciting opportunities to develop and expand our community transformation work across the next couple of years. It’s an exciting time to join us! |
| **Work Expectations** | * 3 days a week, based at St Michael’s church (2 days) and St Stephen’s Church (1 day), throughout the year.
* Some Term Time only working may be possible
* 28 days holiday per annum if working all year (pro rata ie 17 days) plus 8 days of Bank Holiday entitlement = 25 days
* 3-month probationary period.
* Flexibility in working on some projects that take place outside normal working hours (expectation is that this should be no more than once a month)
* It is expected that all staff members attend the APCM, Mission Possible (annual charities fundraiser), Christmas Fair and staff retreats.
 |
|  |  |