**Hope into Action Coordinator**

**Responsible to:** Selig Charity Manager (Julia Hancock)

**Job Purpose – please note that this post requires an enhanced DBS check**

Project Coordination

* Maintain high and consistent standards throughout the project
* Manage the team of Empowerment Workers
* Liaise with Partner Churches and potential Partner Churches
* Establish more houses in and around Ipswich
* Ensure that occupancy level, budget and fundraising targets are met
* Promote the project by attending/speaking at meetings and events
* Adhere to all Hope into Action policies

Coordinating Spiritual Activity

* Ensure that the project retains a strong Christian ethos
* Maintain a strong emphasis on prayer
* Lead staff prayers and contribute to retreats and prayer meetings

Coordinating Staff

* Encourage staff to take responsibility for finance
* Empower staff to grow and develop
* Assist with the recruitment of staff and volunteers

Coordinating Church and Tenant Empowerment

* Value and appreciate the contribution of local churches
* Respond to requests for training/speaking
* Run innovative, relevant and engaging events to keep enthusiasm high
* Support EWs with referral journey from referral to move on
* Ensure consistency and monitor risk levels
* Keep on top of reports and outcomes
* Discipline /evict when necessary after consulting with Selig Business Manager

Other

* Work with investors to find new properties
* Coordinate the purchasing and refurbishment process
* Cover the out of hours’ phone and manage the out of hours’ rota
* Assist with other projects, work, events or situations as needed

**Terms & conditions**

Hours Of Work: 24 hours per week. Some hours will need to be worked in the evenings and at weekends. A firm commitment to this is required.

Salary – £23,000 per annum pro rata (£12 per hour)

Annual Leave – 25 days per annum pro rata plus bank holidays

Person Specification

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| --- | --- | --- | --- |
| Skill | Essential | Desirable | Useful |
| Experience of leading Christian prayer times | ✓ |  |  |
| Experience in the Management and leadership of teams and organisations |  | ✓ |  |
| Good networking skills | ✓ |  |  |
| Experience in Charity Management |  | ✓ |  |
| Experience in support work with the Homeless | ✓ |  |  |
| Experience in support work with Ex-Offenders |  | ✓ |  |
| Strong organisational skills | ✓ |  |  |
| Ability to develop effective working relationships with a range of partners | ✓ |  |  |
| Ability to understand teams and people management skills | ✓ |  |  |
| Ability to develop new areas of work | ✓ |  |  |
| Ability to prepare and deliver reports to a wide audience |  | ✓ |  |
| Able to demonstrate excellent communication skills | ✓ |  |  |
| Appreciation of performance management |  | ✓ |  |
| Good knowledge of Safeguarding policy | ✓ |  |  |
| Good understanding of budgets and financial reporting |  | ✓ |  |
| Good range of IT skills, including knowledge of Microsoft Office suite | ✓ |  |  |
| Experience of active participation by charity clients |  | ✓ |  |

* To apply for this vacancy please send your CV plus a covering letter to Julia Hancock via [julia@selig.org.uk](mailto:julia@selig.org.uk)
* Your covering letter should outline how your experience and skills are suited to this role
* The closing date for receiving applications is 10.00 am on Tuesday 28th May 2019
* We will invite longlisted applicants to make an informal visit to our office to meet with staff and discuss the role
* Formal interviews will then be arranged for a small number of shortlisted applicants