 **ST ROLLOX CHURCH OF SCOTLAND**

 **COMMUNITY OUTREACH PROJECT ( SC035587)**

 **JOB DESCRIPTION**

TITLE OF POST : PROJECT MANAGER

RESPONSIBLE TO: MINISTER OF ST ROLLOX CHURCH OF SCOTLAND

 PROJECT MANAGEMENT COMMITTEE

DATE: SEPTEMBER 2020

**Main Purpose of Post:**

Your task is to lead and develop, through St Rollox Church, the provision of support and services to Refugees, Asylum seekers and local residents in North Glasgow. You will lead and coordinate the volunteer team, giving them focus, inspiration, training and support. You will ensure the smooth day to day running of the Project and also envision and deliver future activities.

**Context**

The outreach to asylum seekers and refugees at St Rollox began in the year 2000 when Glasgow was one of the first cities in the UK to welcome and house those newly arriving in the UK.

Over the years asylum seekers and refugees along with local residents have come to St Rollox for practical and spiritual support.

The Project operates from St Rollox Church in Sighthill. The church has recently moved into a new building due to the regeneration of Sighthill.

This provides the opportunity to not only maintain existing outreach services, but to also develop new services to reach out within the emerging local community.

You will lead a strong committed volunteer team who deliver our services and support.

Existing services include Destitution support, an Advice service, a Sewing class and an ESOL class.

All Project activities and manager’s salary are dependent on securing external funding which is one of the responsibilities of this post.

Due to the Covid 19 pandemic the Project is at present not operating from the church building. Activities such as ESOL and a Craft group are currently being conducted via Zoom. It is hoped to gradually restart activities in line with Scottish Government guidelines. It is envisaged that some of the opportunities for on-line activities will continue as we restart.

The current Project Manager will retire in early 2021. We are seeking to recruit someone to lead and develop the Outreach Project.

**Responsibilities and Duties:**

Day to day running of Project:

* Preserve and promote the Christian ethos of Project.
* Open and prepare activity areas for use.
* Fulfil all administrative and practical functions to enable Project to operate.
* Welcome volunteers and visitors and ensure smooth running of Project activities.
* Ensure all legal obligations are fulfilled.

Development and Management of Volunteer Team:

* Recruit, and manage volunteer team.
* Provide induction and identify training needs for volunteers and arrange for their provision.
* Lead Christian devotions with volunteer Team.
* Support volunteers in their roles.
* Carry out annual appraisals

Responsibility for finance, bookkeeping and legal obligations:

* Administer day to day expenses of Project.
* Banking.
* Bookkeeping.
* Production and monitoring of budgets.
* Production of accounts for annual audit.
* Report to OSCR.
* Make successful funding applications.
* Monitor and evaluate activities and write reports for funders.

 Communication

* Report to Management Committee.
* Generate Annual Report and organise AGM.
* Produce newsletter and maintain contact with supporters.
* Oversee all internal and external communication about the Project.
* Undertake speaking engagements as required.
* Participate in evangelistic outreach.

This post is based at St Rollox Church of Scotland, Sighthill, Glasgow G21 1RG

Salary: £18K-£19K Holidays: 5 weeks per annum

Hours: 30 hours per week. Flexibility required for occasional evening and weekend work.

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|  |  | **Essential** | **Desirable** |
| **Personal Qualities** | Mature Christian character with broad life experience. | √ |  |
|  | Ability to lead and motivate others. | √ |  |
|  | Flexible and resilient. | √ |  |
|  | Honest, trustworthy and reliable. | √ |  |
|  | Ability to communicate effectively with people from other cultures, different social strata and outside agencies. | √√√ |  |
|  | Ability to discern people in genuine need. | √ |  |
|  | Hold a clean driving licence. | √ |  |
|  | Actively preserve and promote the Christian ethos of the Project. | √ |  |
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| **Education and Experience** | Educated to Degree level. |  | √ |
|  | Experienced administrator, able to manage own workload and be accountable to the Management Committee. | √ |  |
|  | Experience of cross cultural engagement. | √ |  |
|  | Experience of community development. | √ |  |
|  |  |  |  |
| **Skills ,Abilities and Knowledge** | Awareness and understanding of refugee issues. | √ |  |
|  | Competence in using social media, Excel, Word, Power Point and Publisher or its equivalent | √ |  |
|  | Proven skills in effective written and spoken communication. | √ |  |
|  | Understanding of legal practices, jargon and Home Office Procedures. |  | √ |
|  | Experience of managing and nurturing team members in an efficient and sympathetic way. | √ |  |
|  | Skill in writing successful grant applications and reports. | √ |  |
|  | Ability to recognise, cultivate and release strengths of team members and delegate as appropriate. | √ |  |
|  | Broad understanding of benefits system. | √ |  |

Person Specification Project Manager