



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 THROUGH THE PROJECT MANAGEMENT COMMITTEE

DATE: JULY 2022

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, and will be supported in this role by the volunteer team, the Project Management Committee, and be responsible to the minister. A significant responsibility of the post holder is securing funding from trusts and other external bodies. This would include sourcing funding for the Manager's salary and related costs.

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, and the Project has evolved and adapted to meet the needs of the community it serves. Services currently offered include destitution support, an advice service, a sewing class and an ESOL English Class. We are seeking to recruit someone to lead and develop the Project.

The Project operates from St Rollox Church in Sighthill, which has recently moved into a new building due to the regeneration of the Sighthill area. This provides an opportunity to develop new services reaching out to the emerging local community, as well as maintaining existing services.

Responsibilities and Duties:

Day to day running of the Project:

- Preserve and promote the Christian ethos of the Project
- Fulfil all administrative and practical functions to enable the Project to operate
- Welcome volunteers and visitors and ensure the smooth running of Project activities
- Open and prepare activity areas for use

Development and Management of Volunteer Team:

- Recruit and manage the volunteer team
- Provide induction and identify training needs for volunteers and arrange for their provision, carry out annual appraisals, and encourage them to be responsible in their roles
- Lead Christian devotions with the volunteer team

Responsibility for finance, bookkeeping and legal obligations:

- Administer the day to day expenses of the Project
- Banking
- Bookkeeping
- Production and monitoring of budgets
- Production of accounts for annual audit
- Report to the Office of the Scottish Charities' Regulator (OSCR)
- Write and submit funding applications
- Ensure all legal obligations are fulfilled

Communication:

- Report to the Project Management Committee
- Generate the Annual Report and organise the AGM
- Undertake speaking engagements as required
- Produce a newsletter regularly, maintain contact with supporters, and oversee all internal and external communication about the Project
- Liaise with external agencies

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

Salary: £15 600

Holidays: 5 weeks per annum

Hours: 24 hours per week, based in the church building on Tuesdays and Wednesdays with some flexibility with the remaining hours. Occasionally, evening and weekend work will be required.

		<u>Essential</u>	<u>Desirable</u>
<u>Personal Qualities</u>	Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	✓	
	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.	✓	
	Hold a clean driving licence.	✓	
	Actively preserve and promote the Christian ethos of the Project.	✓	
<u>Education and Experience</u>	Qualified to degree level or similar or significant, recent and relevant work experience in a similar area		✓
	Experienced administrator, able to manage own workload and be accountable to the Management Committee.	✓	
	Experience of cross cultural engagement.	✓	
	Experience of community development.	✓	
<u>Skills, Abilities and Knowledge</u>	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.	✓	

To apply, send a copy of your CV and a letter outlining why you would like this position and why you feel you are suited to it to strolloxchurch@gmail.com.

Please include contact details of your current or most recent employer and your Church leader whom we will contact for a reference should you be invited to interview.

If you would like more information, please contact the Rev. Jane M. Howitt, Minister at St Rollox and Chairperson of the St Rollox Community Outreach on the above email.

Closing Date – Friday 29th July 2022

Interviews to be held on Tuesday 9th August 2022