

PARISH OF LOUTH
INITIAL JOB DESCRIPTION FOR THE POST OF PROJECTS ADMINISTRATOR
at Trinity Centre

Basic information

Job Description:	Projects Administrator
Reports to:	Rector, overseen on a daily basis by the Community Outreach Manager (who works from Trinity Centre)
Duties:	1. To plan and deliver a range of activities within and based at Trinity Centre 2. To work with other members of staff based at Trinity Centre to help those using the Centre to access services, including the Community Larder and Wednesday Drop-in, liaising with staff, volunteers and partner organisations as required.
Hours of work:	The hours worked in this role are dependent on the activities taking place which provide the funding for this post. This results in a weekly average of 16 hours, paid at the current rate for administrative staff within the Parish of Louth.
Key work relationships:	Other staff within the Ministry and Community Work Teams of the Parish of Louth, caretaking and cleaning staff working at Trinity Centre, volunteers working on projects based at Trinity Centre, and staff and volunteers of partners providing service in or otherwise using the facilities at Trinity Centre.
Safeguarding:	This post is subject to DBS checking under our Safeguarding policy as it involves working in a situation where there are young people and vulnerable adults.
Other:	Our work is naturally responsive to people's needs and requires someone who is flexible in their attitude and approach. From time to time flexible working may be required, including covering for other members of the team when on leave. Sympathy to the aims and ethos of the Parish of Louth as part of the Christian Church and Trinity Centre as a place of Christian service is an expectation.

The work of Trinity Centre

The **Trinity Centre** is a focus for a number of social programmes and is a place for outreach to the local community – many of its activities involve other organisations working in partnership, and it hosts the Louth Community Larder and a number of other projects to serve the needs of the local community.

Trinity Centre, as a part of the Parish of Louth, is served by parish's Ministry Team. They are overseen by the Rector and their work includes:

- Maintaining a rhythm of regular prayer for the local community;
- Helping people to growing closer in faith
- Seeking to reach out beyond the boundaries of the Church to all those touched by Christ
- Serving the wider community, and making visible God's love for all
- Enabling each of person to fulfil their vocation as members of the body of Christ

As well as ordained clergy, the Ministry Team includes a number of Lay Readers and Workers, and many volunteers who contribute their time and energy to the life of the Church.

Other churches in the Parish of Louth...

It is our hope that the Parish Church of St James is...

- ...a place of prayer and worship
- ...a place for people to encounter the wonder of God
- ...a varied community gathering together to grow in faith

The **Parish Church of St Michael and All Angels** is home to a congregation that sits within the Anglo-Catholic tradition of the Church of England, and also serves those who live in its immediate neighbourhood.

The Parish Churches of **All Saints** South Elkington, **St Martin** Welton le Wold and **St Andrew** Stewton are the focus for worshipping communities and serve the spiritual needs of the people in those villages.

Current weekly pattern of opening at Trinity Centre:

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| Mondays to Friday | 8 30am to 3pm, though the Centre is used by other organisations and groups after these hours. |
| Weekends | Open as required by organisations and groups using the facilities. |

Regular services at Trinity Centre:

- 8 30am Morning Prayer** on Tuesday
- 11am Holy Communion** before some Lunch Club activities

Principal duties of the Projects Administrator:

Managing Projects based at Trinity Centre

- To plan and deliver the following activities that are based at Trinity Centre:
 - Tasty Tuesday – a lunch club taking place once a month as a social event to reduce isolation
 - Memories Matter – an afternoon Dementia Café meeting the needs of those with dementia, their carers and other affected on a weekly basis
 - Fish on Friday – a weekly lunch club taking place weekly as a social event to reduce isolation
 - Sunday Lunch – a monthly lunch club which provides an opportunity for social interaction
 - Messy Church – assisting the member of the Ministry Team overseeing this to help deliver activities as required
 - Energise – activities to support carers and volunteers
 - Stroke Club – a monthly lunch club to provide support to those who have had a stroke and those supporting them
- To plan and promote activities as required
- To manage delivery of activities
- To liaise with external partners as required
- To support volunteers in their work within each project, including recruiting and training volunteers
- To look for opportunities for developing further projects, and supporting the Community Outreach Manager in develop these and obtaining the necessary funding

Managing Trinity Centre facilities

- To assist, as available, in managing bookings for activities using the Centre, liaising with staff, volunteers and Centre users

Caretaking and cleaning of the Centre

- To liaise and work with the caretaking and cleaning staff so that facilities are available as required and in a condition fit for use

To maintain the necessary records as required for good governance and management of the Centre.

- To manage payments and receipts relating to projects, maintaining a record of income and expenditure in accordance with charity commission requirements, and work with the Centre Administrator to make sure all transactions are correctly recorded
- To maintain records of staff and volunteers working on projects based at Trinity Centre, and assist other staff in maintaining records of staff for which they are responsible

- To assist in the process of setting an annual budget for the running of the Centre, in co-operation with the Centre Administrator and Community Outreach Manager
- To maintain records to meet the requirements of Health and Safety legislation
- To undertake tasks to ensure the good administration of the projects for which they are responsible

First point of contact for those accessing services at the Centre

- To direct those accessing the Centre to the most appropriate form of support, either within the Centre or with other organisations
- To assist the Centre Administrator and volunteers in managing the Community Larder, working with the them to respond to provide those in need with Food Parcels and other forms of support

Additional duties

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- Preparing the chapel for Funerals, Weddings and others services, receiving an additional payment where this is appropriate

Person specification:

	Essential	Desirable
General	Able to manage basic administrative processes	Experience in these areas
	Able to handle cash	
	Able to manage other staff	
	Able to liaise with partners, contractors and other organisations	
Administrative	Good administrative skills, including that ability to use basic computer packages	Basic bookkeeping skills
Personal	Team player willing to work alongside a wide range of people.	Experience of working alongside both volunteer and paid colleagues
	Has the interpersonal skills to deal with people in need (sometimes at a point of vulnerability)	
	Self-motivating, and able to take the initiative where required	Able to encourage others and develop them in volunteer roles
	Good communication skills – written and verbal	
	Sympathetic to the aims and ethos of the church	

January 2018