

## **JOB DESCRIPTION**

### **Mend-It Co-ordinator**

**PURPOSE OF JOB:** To implement the strategic development of Mend-It the community social action project at Green Lane Baptist Church and ensure its effective day to day management.

**RESPONSIBLE TO:** Mend-It Management Committee

**HOURS OF WORK:** 22.5 hours per week/part time

**SALARY:** £17,084 full time/pro rata per annum

**SPECIAL CONDITION:** Fixed term contract for nine months in the first instance subject to funding.

### **MAIN ACTIVITIES**

1. To develop and coordinate activities within the Mend-It community project at Green Lane Baptist Church.
2. To generate funding essential to the continuation of the coordinator's post and thereby the activities.
3. To oversee the effective day to day management and development of the project.
4. To set budgets in consultation with the management committee.
5. To oversee the effective planning, monitoring and evaluation of programmes.
6. To oversee the management and supervision of staff and volunteers.
7. To develop relevant partnerships with statutory and voluntary sector organisations.
8. To be responsible for the promotion of the organisation and its activities.
9. To ensure a standard for all information produced and distributed by the organisation, such as leaflets, press releases and social media.

10. To be responsible for the completion of quarterly, and annual returns and reports as required by funders and the church diaconate.
11. To oversee the implementation of relevant policies and procedures including the General Data Protection Regulation 2016.
12. To ensure all relevant personnel and financial records are kept.
13. To oversee the effective administration of the organisation's finances.
14. To assist the Treasurer in preparing annual budgets and audited accounts.
15. To oversee the recruitment and selection of staff.
16. To be responsible for the health, safety and security of the site.
17. To keep the management committee up to date with current issues and developments.
18. To be willing to multi-task duties appropriate to the post as the need arises.
19. Acting as the project's ambassador in developing close relationships with groups and visitors.
20. Looking for new and creative connections with and between different user groups.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

- Is qualified to degree level or relevant qualification.

### **KNOWLEDGE AND EXPERIENCE**

- Knowledge of fundraising is essential or willingness to learn quickly.
- A confident and competent user of ICT, including Word and Excel.
- Able to communicate both orally and in writing.
- Must be a competent worker able to use his or her own initiative.
- Have experience in a supervisory role.
- Understands the needs of the Birchills and BME community.
- Experience of community development work desirable.

## PERSONAL ATTRIBUTES

- Self-motivated and demonstrates high ambition and drive.
- Reliable, resilient, honest and shows integrity.
- Good personal organisational skills.
- Commitment to developing community engagement.
- Willing to demonstrate a commitment to the values which flow from the Green Lane Baptist Church ethos - sharing the love of Christ in the community.

**Please note:** GLBC is committed to safeguarding children, young people and vulnerable adults and the successful applicant will be required to complete an enhanced DBS application.