

**Job Title:**

Beacon Manager

**Background:**

The Beacon was established in 2001 by the church to help those in the area who were homeless and vulnerable. It is a faith based organisation with a desire to show God's love to people in practical ways at its core. It's current aim is to provide a range of services to homeless and vulnerable people, including help, advice, and support, to enhance spiritual, physical, social, and emotional wellbeing.

The project aims to do this by:

- Seeing that each person feels valued and cared for.
- Providing food for the hungry.
- Building relationships based on trust.
- Raising self-esteem in order to promote change.
- Helping people to function as members of society and reconnect with their families (where possible).
- Working with and directing to relevant agencies.
- Ensuring all volunteers in the project are supported and valued.

There is scope for the successful candidate to refine and expand upon this core mission, in partnership with St John's with St Mary's Parochial Church Council (PCC) and other organisations.

**Role Description:**

Lead in vision and strategy - you will be responsible for creating a fresh vision (with the Beacon committee and PCC) and working through the necessary steps to achieve the vision. You will communicate the vision to staff, volunteers, churches, and other organisations, helping others to get excited about the vision of the Beacon project.

Work with volunteers/staff - you will be responsible for the recruitment, induction, training, and on-going support and supervision of the volunteers. You will need to communicate clearly and effectively with them. You will assist and enable volunteers to do the various roles involved in the project. In the event of additional staff being employed for the project, you will be their line manager.

Work with external agencies - you will be able to promote the Beacon at supporting churches around the area, drawing on their support and prayer. You will work with other organisations that work in similar areas with the homeless and vulnerable. You will be part of the homeless network in Mansfield, working with the police, the council, and other organisations. You will work with external providers of services such as the YMCA, Framework, and the NHS. You will also liaise with individuals and companies that wish to/do donate food, finance etc. thanking them appropriately.

Lead the practical work of the project - you will take a lead in the practical work of the project, working with those that the project is aiming to help. You will help to deal with situations that arise including conflicts. You will build good relationships with the service users.

Facilitate the running of the project - you will ensure that policies and procedures are up to date and being followed. You will be responsible for the administration involved in running the

project, including responding to communication with the project. You will also have responsibility for necessary rotas and checklists to ensure smooth running of the project.

Encourage an atmosphere of faith and prayer - as the leader of a faith based project, you will be responsible for encouraging an atmosphere of prayer. While not everyone who works with the Beacon will be a Christian, we maintain that this is not purely practical work but that there is a spiritual side to what we do..

### **Person Specification:**

#### **Essential:**

- Excellent listening skills to effectively lead a team and deal with situations of conflict
- Good communication skills and customer relations to deal with volunteers (and staff), visitors and outreach teams
- An empathetic and understanding nature to support and guide team members and service users
- Good at building relationships and working well with others
- Strong leadership and decision-making skills
- The ability to cope well under pressure and come up with innovative solutions when issues arise
- Good organisational skills and the ability to delegate
- Competent IT skills, mainly a good understanding of Microsoft office, E-mail and Facebook
- A strong understanding/empathy with the aims, ethos and Christian faith that underpins the project

#### **Desirable:**

- Previous experience in a management position, for example as a Team Leader or Supervisor, and experience working with volunteers
- Experience of working with people who lead chaotic lives, and who may be vulnerable and struggling with their mental health, addiction and money management.
- Use of a car and a clean driving licence

### **Job Structures:**

Salary: £13.83/hour (with employer pension contribution of 4%)

Hours: 24 hours (currently mainly distributed on Tuesday, Wednesday and Friday. Some flexibility in working patterns is available)

Holidays: 5 weeks of holiday per year (pro rata) agreed with line manager

Line Management: The Vicar of St John's with St Mary's

#### **Support and decision making:**

- The Beacon Committee will be involved in some decision making and providing support and encouragement.
- The Beacon Committee reports to the PCC who are the trustees of the named charity with overall responsibility for the project. You will work with them on matters relating to Health & Safety ensuring compliance with church and government requirements.
- An external workplace support person is available.
- The Parish Safeguarding Officer is responsible for policies and issues to do with safeguarding children and vulnerable adults.

Training:

Training will be provided in the following areas: safeguarding, safer recruitment, and first aid.

Further training is also available (on request) in conflict resolution, health and hygiene, health and safety, and working with the homeless

**To carry out this role you must receive a clean enhanced DBS check.**