

# **The Minehead Hope Centre Trust – Project Worker 2019**

## **Background**

The Minehead Hope Centre Trust is a charity which is based at Minehead Baptist Church close to the town centre of Minehead.

For the last eleven years The Hope Centre (THC) has supported members of the community who are homeless, have problems associated with drugs, alcohol, or mental health issues or are lonely or disadvantaged in any way.

Our Vision is to help our clients, at whatever stage they come to us, to recover and live their lives to their full potential through appropriate support and advice, but most of all by offering Christian hospitality, friendship and hope.

We do this primarily by operating a Drop-In centre two days per week, Monday 11.00am to 2.00pm, and Tuesday 10.30am to 2.00pm.

In order to build on the success of THC and the goodwill already established amongst community, business and other voluntary and statutory agencies, we are looking for a suitable person to work as our Project Worker.

## **Job Description**

### **(i) Principle Task**

The principle task of the Project Worker is to help clients of THC reach their full personal and spiritual potential. We expect him or her to achieve this by working closely alongside the Trustees and a team of committed Volunteers.

### **(ii) Specific Responsibilities**

- Lead the centre alongside the volunteers
- Take responsibility for and organise the tasks necessary for the smooth operation of the Centre
- Ensure the safety of all involved in the Centre
- Ensure a range of appropriate activities are on offer for clients attending the Centre
- Lead the smooth operation of the drop-in, including organising the storage of donated and purchased food and clothing
- Manage or facilitate any social media presence at The Hope Centre
- Oversee the kitchen volunteers, planning menus with available resources
- Recruit, manage and motivate a team of volunteers, complete enhanced DBS checks
- Organise any relevant and pertinent training, including First Aid, Dealing with Emergencies, Conflict, Drug & Alcohol Awareness etc
- Be proactive and reactive in making contact with and developing relationships with clients within the drop-in and in the wider community.
- Maintain and review existing policies and risk assessments and produce new ones as required, to ensure THC and its clients, trustees, staff and volunteers remain both within the law and best practice at all times

- Make appropriate purchases within the budgetary limits set by the trustees
- Keep records (including financial ones) as appropriate
- Visit and learn from other similar organisations and providers in the area and keep the Churches and other organisations in Minehead and the local area informed of the work and the needs of THC.
- Assist the trustees with fund-raising to ensure the sustainability of THC

### **(iii) Expected Outcomes**

- Work with clients to help them make choices about short, medium and long term goals and be proactive in assisting clients achieve these goals
- Work alongside voluntary and statutory agencies such as SDAS, ARC, YMCA, AA, Turning Point, Mind, Rethink and others as required.
- Organise and facilitate a programme of appealing, relevant, interesting and engaging social events and activities for the drop-in sessions and also organise social outings and events in the community
- Organise clothing and food effectively, working with volunteers and clients
- Encourage clients to participate in appropriate activities such as the allotment, furniture restoration, mechanics, art etc
- Arrange practical help for clients if needed.

### **(iv) Personal profile**

- Be a committed Christian, involved in a local Church and in empathy with the call to serve those who are in need
- Be excited about the vision and ethos of THC
- If possible, to have had some practical experience in this field of work
- Be self-motivated and personable
- Be a good time manager of themselves and others
- Be able to work alongside others as part of a team

### **(v) Working Conditions**

- Any applicant who has had a history of drug use must be able to demonstrate that they have been clean and have lived free from that lifestyle / culture for at least three years;
- References will be taken. At least one should be a Church connection validating candidates empathy with Christianity and the call to serve those in need
- The individual will be employed by and will be accountable to The Minehead Hope Centre Trust (TMHCT) which is the body responsible for THC and all its associated activities;
- The successful candidate will be expected to adhere to the Policies and Procedures of THC and TMHCT;
- We anticipate being able to offer an initial contract of 16 hours per week;
- Annual leave will be negotiated with the Trustees but will be 5.2 weeks pro rata including Public Holidays;
- Remuneration commencing at £10.50/hour
- Statutory Sick Pay and Statutory Maternity/Paternity/Adoption Pay will apply;
- The successful applicant will be offered an initial contract of one year. This will be dependent on the successful completion of a two-month probationary

period. Extension of the contract will be subject to further funding. The notice period is one month;

- The appointment will be subject to proof of a NI and Enhanced DBS clearance;
- First Aid and Health and Safety training will be provided if necessary.

**If you require any more information please contact Louise Evans, Secretary at [hopecentreminhead@gmail.com](mailto:hopecentreminhead@gmail.com).**