

The Minehead Hope Centre Trust

Project Worker 2023



ABOUT THE ROLE

Job Title	Project Worker
Location of project	The Hope Centre, c/o Minehead Baptist Church, 4 The Parks, Minehead, TA24 8BS
Salary	£12.50 per hour (£7,821 pa)
Hours	Part-time, 12 hours per week – primarily, Tuesdays and Fridays between approx 9 am – 2 pm, with other hours by negotiation
Length of contract	Initial contract of 1 year, subject to a successful probationary period. Extension of contract will be subject to further funding.
Probation period	6 months
Visa requirements	Must have the right to work in the UK
Accountable to	The Minehead Hope Centre Trustees
Team	You will work as part of a team with one other Project Worker, and a rota of approx 20 volunteers

ABOUT US

Background

The Minehead Hope Centre Trust (TMHCT) is an independent charity which is based at Minehead Baptist Church, close to the town centre. As a Christian charity, it was set up “to show the love and compassion of Jesus Christ to all those with whom it comes into contact during the course of its operation” This fundamental aim is reflected in our organisation’s ethos, and impacts the whole way we work.

For over 12 years TMHCT have operated as The Hope Centre (THC) and supported members of the local community who are homeless, have problems associated with drugs/ alcohol, or mental health issues or are lonely or vulnerable 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 starting by offering Christian hospitality, friendship and hope.

We do this primarily by operating a drop-in centre two days per week, currently TUESDAY & FRIDAY 10.30am to 2.00pm, including the provision of a hot meal, access to internet, showers, laundry and other facilities.

In 2022 THC was awarded the Queens Award for Voluntary Service in recognition of its work.

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 be a second Project Worker.

Our Ethos

We are motivated by our faith in Jesus Christ, and the 'hope' we offer is based on our belief that regardless of an individual's background and circumstances, Jesus Christ offers hope for all. This hope is founded on His life, death and resurrection, and inspired by His message and example, through which God's unconditional love for all people is expressed. We believe too that it is in the nature of God's love that He allows us the freedom to choose whether or not we receive and respond to it.

At THC, we aim to work together to reflect the love and compassion of Jesus to all, and the values of God's Kingdom, which Jesus taught and modelled. It is through our relationships with each other, and those we seek to serve, that our ethos is embodied. We also recognise that none of us is perfect, whatever our role in the organisation, and all have the potential to learn and grow through the difficulties which can arise.

In this way, our ethos, or motivation, and therefore our relationships are rooted in our faith in Jesus Christ, and in his love, which compels us to serve others, putting their needs first. THC operates on the understanding that our activities are simply an outworking of our faith. We believe in the power of prayer to transform situations, and therefore aim to approach what we do prayerfully, seeking the wisdom and empowerment of the Holy Spirit.

JOB DESCRIPTION

(i) Job purpose

Overall, the job is a way of expressing God's love to all who have contact with the centre, but **the key role of each Project Worker is to help clients of THC reach their full personal and spiritual potential.** Working closely alongside the Trustees, the other project worker(s), and a team of committed Volunteers, they will contribute to creating a welcoming and listening environment for all who drop in, reflecting the love and compassion of Jesus Christ and sharing the hope that He offers, in appropriate ways.

(ii) Specific Responsibilities

The project workers together

- Take responsibility, and organise the tasks necessary, for facilitating the smooth operation of the Centre
- Ensure the safety of all involved in the Centre including implementing the safeguarding policy
- Organise the collection and storage of donated and purchased food and clothing
- Arrange for appropriate activities to be available for clients attending the Centre
- Enable clients to have the means to explore the Christian faith (e.g. through talks, discussion, websites, or written material) and...
- Where appropriate, facilitate and engage in dialogue about questions of faith from a Christian perspective, and/or to pray with/for those who would like it
- Arrange practical help for clients if needed, as appropriate
- Work with clients to help them make choices about their goals and help them achieve these goals
- Be proactive and reactive in developing relationships with clients and in the wider community.
- Recruit, manage and motivate a team of volunteers
- Oversee the kitchen volunteers, planning menus with available resources
- Assist with the organisation of relevant training, e.g. Food Safety and Hygiene, Safeguarding, First Aid, Health & Safety, Drug & Alcohol Awareness
- Make appropriate purchases within the budgetary limits set by the trustees
- Keep records as appropriate
- Liaise with voluntary and statutory agencies as required.

- Keep the Churches and other organisations in the local area informed of the work and the needs of the THC
- Help facilitate the social media presence of The Hope Centre
- Assist trustees to complete DBS checks
- Comply with all THC policies and procedures
- Assist trustees to review existing policies and risk assessments to ensure THC comply with the law and best practice at all times
- Assist the trustees with fund-raising to ensure the sustainability of THC
- Participate in, and share in leading meetings of project workers and volunteers, including praying for the work of the centre
- Undertake other such tasks as needed in support of the vision, ethos, policies and activities of THC
- To take turns in holding the THC's mobile phone, for occasional enquiries from members of the public, and emergencies out of usual hours. [The latter might require an urgent response, but this would be worked out in consultation with the other project worker and/or trustees. Any contact with individuals judged to be necessary would always be made in pairs. Such incidents are not a frequent occurrence]

OTHER TERMS OF EMPLOYMENT

References	Appointment will be subject to satisfactory references. References will be taken up after the post is offered to the successful candidate. One should be from their Church leader / Pastor
Safeguarding	The appointment will be subject to proof of a NI number and Enhanced DBS clearance
Employer	The Minehead Hope Centre Trust (TMHCT) – the Charity responsible for THC and all its activities. The successful candidate will be accountable to the Trustees of TMHCT
Annual leave	Annual leave will be negotiated with the Trustees, but will be 5.6 weeks, pro rata, including public holidays
Sick pay etc	Statutory Sick Pay and Statutory Maternity/Paternity/Adoption Pay will apply
Training	Training will be provided as necessary

PERSON SPECIFICATION

<p>There is an occupational requirement that the person appointed to this role be a committed Christian. The Occupational Requirement provision of the Equality Act 2010 applies</p>	<p>E = Essential D = Desirable</p>	<p>Assessed through: Application form – A Interview – I, Presentation – P</p>
<p>Experience</p>		
<ul style="list-style-type: none"> Evidence of a committed personal faith in Jesus Christ and active current involvement in a Christian church 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Ideally, will have had some practical experience in adult social care or a related field (paid or voluntary) 	<p>D</p>	<p>A / I</p>
<p>Personal Qualities / Attributes</p>		
<ul style="list-style-type: none"> Be excited about the vision and ethos of THC 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Empathy with Jesus' call to serve those who are in need, and a commitment to enable vulnerable people to participate fully in the community 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Be committed to a practical application of your faith in a work context 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Be self-motivated and personable 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Be able to maintain a professional manner, including in situations of heightened emotion 	<p>E</p>	<p>I</p>
<ul style="list-style-type: none"> Be flexible, adaptable and willing to learn - able to respond positively to new opportunities and unexpected challenges 	<p>E</p>	<p>I</p>
<p>Knowledge, skills & abilities</p>		
<ul style="list-style-type: none"> Be able to relate well to different types of people, in ways which reflect the love and compassion of Jesus Christ and model Christian values 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Be able to communicate clearly in person and in writing 	<p>E</p>	<p>A / I</p>
<ul style="list-style-type: none"> Be able to work alongside others as part of a team in ways which reflect and support the Christian ethos of THC 	<p>E</p>	<p>I</p>

Knowledge, skills & abilities (cont.)		
<ul style="list-style-type: none"> Ability to present a short, simple Christian message of hope in relevant ways, and/or enable others to explore faith, drawing on their own faith experience 	E	A / P / I
<ul style="list-style-type: none"> Be a good time manager of themselves and others 	E	A / I
<ul style="list-style-type: none"> Good organisational skills - able to initiate, prioritise and ensure necessary tasks are completed 	E	A / I
<ul style="list-style-type: none"> Have positive listening skills 	E	A / I
<ul style="list-style-type: none"> Understand the importance of confidentiality and its limits 	E	A / I
<ul style="list-style-type: none"> Be able to motivate and encourage others 	E	A / I
<ul style="list-style-type: none"> Basic computer and social media skills 	D	A / I
Other		
<ul style="list-style-type: none"> The ability to drive, and the use of a car would be an advantage 	D	A