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| **Job Title** | **Street Angels Project Co-ordinator** |
| **Background to the project** | Street Angels is a new project being set up by Managing Charity in partnership with the churches, police and town council in *location*s. ‘Street Angels’ are adult volunteers who work together in small teams to care for and provide practical support to the people who use the night clubs and other leisure and entertainment venues in Location on a Saturday night.  The project will be launched in December 09. |
| **Brief Description of Role** | This post offers the post-holder exciting new opportunities: to establish and launch a new project, to set up a trust that will oversee the project, and to recruit and manage a team of volunteers.  The post requires someone who is able to take initiative, problem solve and work not only as part of a team, but also across external teams and organisations.  The post-holder will work closely with the local Church, Police and other partners to organise the recruitment, checking, training, deployment and ongoing support of Street Angel volunteers. S/he will also support Managing Charity’ staff in setting up a charity to manage, fundraise and promote the future of the Street Angel’s project. |
| **Accountability** | Managing Charity Director |
| **Location** | Managing Charity Office, Location and some working from home. |
| **Duties and Responsibilities** | * To recruit, train and supervise volunteers for the Street Angels project. * To design, plan, arrange and supervise the volunteers’ training course including arranging venues, catering, presenters and all other administration relating to the course. * To set up a new charitable trust to supervise the project from 2010 onwards. * To fundraise the outstanding balance for the first year of the project budget. * To draft a budget for year 2 of the project onwards, and fundraise against that budget. * To manage all communication between the stakeholders in this project including; District Crime & Disorder Reduction partnership, Churches Together in Location & District, and Managing Charity. * To manage the public relations of the project including; monthly e-reports to churches, press releases, and other communications. * to become familiar with & promote the aims, objectives & core values of the Street Angels project including all working documents such as Project Initiation Documents |
| **Hours of work** | XX hours per week |
| **Rate of pay:** | £XXXX per annum |
| **Training:** | We will encourage and support the post-holder in gaining external training as required |
| **Other Terms:** | * The position is based on a 1-month probation period * They post holder will be based in the Managing Charity office (Town Hall, Location) * The post holder will be line managed by the Managing Charity Programme Coordinator |
| **Essential qualities required:** | 1. Experience of working with volunteers 2. Good literacy, numeracy and written presentation skills 3. Good verbal and written communication skills 4. Good IT skills |
| **Desired qualities required:** | 1. Experience of recruiting and managing volunteers. 2. Experience of report writing. 3. Experience of effective monitoring and evaluation of a project against set targets and objectives. |