

Project Coordinator for The Pillar Role Description and Person Specification

What is The Pillar?

The Pillar is a church-led mental health project for young people aged 11-18 years of age. The Pillar combines evidence-based mental health interventions and a relationship with Jesus, delivered by Christians who have relevant experience in mental health and working with young people. The Pillar is a project of St Wins Church, Totton, Southampton. For more information about the project please visit: www.stwins.org/thepillar.

Role Context

Working in a small dynamic team, the Project Coordinator will assist the Project Leads in the day to day coordination and administration of project tasks, ensuring the programmes and mission of The Pillar run effectively as well as helping to run 'The Pillar Space' on a Thursday after school.

Job profile	
Job title	Project Coordinator
Team/Department	The Pillar
Reports to	The Project Lead
Principle Location	St Wins Church Salisbury Road Totton <i>Some remote working can be considered after successful completion of the probationary period.</i>
Travel required	Within Totton
Full or Part Time	Part-Time
Special Requirement	This post has been identified as being one to which a Genuine Occupational Requirement (as set out in Schedule 9 of the Equality Act 2010) applies and the post is conditional on the post holder being a practicing Christian. You will be required to work at Focus, our annual HTB holiday as part of the role - this is usually at the end of July.
DBS check required? (Yes/No)	Yes
Date written/updated	15 November 2023
Start Date	6th February 2024 or as soon as possible following recruitment checks
Length of Contract	1 Year Fixed-Term Contract (with the potential for extension to 2 years)

Salary	Full-Time Equivalent £24,000 - £26,000 per annum dependant of experience
Pension	3% employer contribution, 4% employee contribution
Hours	22.5 - 30 hours per week (3 or 4 days) Tuesday: 9:00 - 5:00pm Wednesday: 9:00- 5:00pm Thursday: 11:00am - 7:00pm <i>If doing 4 days - Monday or Friday: 9:00 - 5:00pm</i> <i>(30 minute unpaid lunch break on each day)</i>
Annual Leave	25 days plus 8 bank holidays per year (prorated to the part-time hours)

Responsibilities

- To work towards and share the project's mission and vision alongside the Project Leads.
- To continuously radiate The Pillar's values and approaches to others.
- To support the Project Leads in the day-to-day running of the project including attending and occasionally leading The Pillar Space on Thursdays in term-time.
- To take part in and take turns in leading regular staff/volunteer meetings and prayer sessions.
- To play a key part in event planning and management alongside the Project Leads, including sourcing of and ordering resources
- Administering and supporting the volunteer recruitment process, making sure all background checks and DBS are completed in line with the safeguarding plan and liaising with our Safeguarding Lead.
- Take responsibility for the preparation, administration, monitoring and planning supervision of volunteer rotas.
- Assisting with the organisation and administrative tasks relating to project training programmes
- To support the team by attending project meetings, including taking minutes and sending emails/verbal communications in response to actions arising.
- Providing clerical support to the Project Leads; including but not limited to attending project meetings, taking minutes, sending verbal and written communications, responding to actions arising from meetings, data inputting and managing project spreadsheets.
- Assisting with the referral process- responding to referral enquiries, sending out welcome emails and packs to young people and their families and ensuring the consent process is tracked and monitored for young people attending the project
- Organising travel and accommodation requirements for the team
- Attend relevant training and conferences. Expenses will be paid by The Pillar.

Person Specification

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Essential Skills & Qualities:

- Experience of and a passion for working with young people.
- Experience and/or qualifications in supporting people with their mental health.
- Excellent analytical and problem-solving skills.
- Excellent interpersonal communication skills.

- Excellent verbal and written communication skills in order to pass information clearly and accurately.
- The ability to take initiative without guidance.
- The ability to work under pressure.
- A goal oriented mindset and excellent organisational skills.
- Willingness to tackle challenges and solve problems.
- Great attention to detail and ability to multitask.
- The ability to understand and apply feedback on work performance.
- Committed Christian and either current member of St Wins Church or someone who would like to be part of St Wins Church.

Desirable Skills & Qualities:

- Working knowledge of project management software tools including Microsoft Excel, Google Drive, Slack or similar software.
- Event management experience.
- Driving license.
- Experience working in a missional and pioneering project.
- Experience in dealing with safeguarding matters.

Interview Date

Wednesday 3rd January 2024

Application requirements

Please apply with a cover letter and completed application form by 15 December 2023 to thepillar@stwins.org