

Job description

Job Title: Community Projects Director

Regular Place of Work: Emmanuel Church and Café Emm, Weston Favell Centre, Northampton

Employment type: Part time (21-25 hours)

Work pattern: Flexible Monday - Friday

DBS required Yes

Job Description summary

The position is joint between Emmanuel Coffee Shop (known as Café Emm) and the Emmanuel Group of Churches (EGC). The role is situated at the heart of Emmanuel working closely alongside the Team Rector. All community activities are to be in keeping with Emmanuel's identity as a church. This is a leadership role, and is designed to facilitate the management of staff involved in social projects at Café Emm, the Foodbank and EGC through the provision of operational project management, staff supervision, project budget management and grant monitoring.

The role's aim is to manage employees and volunteers, as far as possible, to give full support to the social projects of the café and EGC, providing the practical framework to enable us to fulfil our vision to be a transforming presence throughout the Parish of EGC, tackling economic and social poverty and providing a warm welcome to all, especially to vulnerable people.

Key Responsibilities

- **Management:** Work with the Leadership Group of EGC, the trustees of the Café, and the management committee of the Foodbank (the post-holder will be an invited but non-voting member of EGC Group Council, the Management Board of the Café, and the Chair of the Foodbank management committee). Strengthen relationships across the different teams and to promote a shared and common vision of Emmanuel Church.
- **Operations:** Overseeing the activities of the projects to ensure the required resources, people, budgets and communications are organised. Responsible for taking executive action for all day-to-day practical matters within these projects.
- **Community Connectedness:** To complete a social analysis to understand the needs of the community and to gather a picture of what is already happening in the community, and to become an active member of community forums.
- **Collaboration and Partnerships:** To build relationships within the community and explore potential collaboration opportunities for community projects.
- **Impact Reporting:** To develop the impact reporting for the community projects.
- **Health & Safety:** Ensure that we meet health and safety requirements with regards to any facilities used and work undertaken by staff and volunteers.
- **Safeguarding:** Ensure that all safeguarding policies and procedures are adhered to, and any incidents are properly investigated and recorded, provide advice within both organisations as required, and attendance at safeguarding meetings.

- **Staffing:** To both directly and indirectly manage, train and develop the Café and EGC employees and volunteers involved in social projects, to Chair the steering group, and to deputise the Chair position at the Full Staff Meeting when required
- **Finance:** In partnership with the Treasurer to oversee the implementation of the relevant financial systems and policies. Manage the project budgets, and support grant monitoring.
- **Fundraising:** To oversee the fundraising function, ensure budgetary requirements are met, and information is available to complete grant monitoring reports. Support the submission of grant applications for future funding of projects.
- **Communication:** To deliver sound communications and publicity (Website, Facebook etc) to support the various projects.

Job Types: Part-time, Fixed term contract

Contract length: 1 year, with the possibility of an extension

Part-time hours: 21-25 per week

Pay: £12,500.00-£15,866.00 per year (based on 21 hours)

Benefits:

- Pension
- Flexitime
- On-site parking
- Work from home

Schedule:

- Flexitime
- Monday to Friday

Ability to commute/relocate:

- Northampton

Education:

- Preferred to a degree standard or with significant experience of a similar role

Experience:

- Project management: 1 year (preferred)
- Social or charity work: 1 year (required)
- Management: 1 year (required)

- Fundraising (preferred)

Work authorisation:

- United Kingdom (required)

Work Location: At The Emmanuel Church Weston Favell Centre / or working from home.

Other: Working in a faith based environment.

JOB VACANCY EMMANUEL GROUP OF CHURCHES

Community Projects Director

- Closing date for applications 5pm Friday 28th March 2025.
- Interview Date: week commencing 7th April

The Emmanuel Group of Churches wishes to recruit an experienced Community Projects Director. This is a leadership role working at the heart of the community and working closely with the Team Rector to oversee the community projects, build strong relationships within the community and align with the mission of the church.

Please see the job description for further information.

All offers of employment are subject to safer recruitment processes. If you require any further information, please contact Jess Cotton Jess.Cotton@cafeemm.onmicrosoft.com

To apply for this role please send your CV and covering letter to Jess.Cotton@cafeemm.onmicrosoft.com