



**Spear Express
Centre Manager**

Trinity
CHELTENHAM

stpaul'schurch

resurgo



Are you a confident and outstanding motivator with excellent leadership, organisational and coaching skills? Are you excited to serve as part of a church team working with other local churches and community partners to transform young lives?

The Spear Express Centre Manager will serve on the Trinity and St Pauls Cheltenham staff team for 4 days a week to introduce and deliver the highly successful programme developed by Resurgo which coaches, equips and empowers unemployed 16–24 year olds to overcome barriers to employment and further education.

If this role excites you, please contact us for more details and an application form: Julia.thomson@trinitycheltenham.com **Closing date: 3rd Aug**
Interviews are scheduled to take place during the last two weeks of Aug.

Role and Key Responsibilities

Set-up for the Spear Express Centre

- Trained and guided by Resurgo People and Culture team, work under the leader of Trinity's Transform ministries to set up and launch a Spear Express centre based at Trinity.
- In liaison with Operations and Safeguarding teams, ensure all necessary infrastructure, systems, resources, policies and procedures are in place for an agreed timetable.
- Manage a paid Assistant Coach and invest in their growth and development.
- Recruit and lead a team of volunteers

Partnership liaison and relationship management

- Map and develop relationships with local networks of referral agencies and community organisations in contact with potential Spear trainees and implement an effective on-going strategy to identify and recruit cohorts of trainees through them.
- Develop partnerships with local supporters and provide regular communication to nurture them.

Running the Spear 'Foundation' and 'Career' Programmes

- At agreed points in the year, run 4 week 'Foundation' programmes consisting of 2 group sessions and 1:1s per week for a cohort of around 10 trainees. Coaching in positive mindsets and attitudes about abilities, understanding of the workplace and skills to maximise their potential to step into work, training or further education and stay there.
- Supervise an Assistant Coach and volunteers to deliver elements of the programme, using a coaching approach to invest in their development.
- Oversee the follow-up 'Career' programme – coordinating with the Assistant coach to ensure trainees have weekly meetings for three weeks and then fortnightly calls for six months.
- In close liaison with the Resurgo team, ensure programmes are being delivered in line with agreed strategy and targets. Ensuing timely reporting on KPIs for recruitment, retention and completion of the programme by trainees and monitoring of their ongoing progress in work or education

Participation and advocacy within Trinity & St Pauls and with partner churches

- The Spear team become part of an energetic church staff team and are expected to become fully involved in the life of a large faith community.
- Sharing in the regular pattern of staff prayer prayer, worship, training and team-building.
- Being present on Sundays as your regular place of worship and to build strong relationships within the church family to communicate the vision for Spear and to build networks of practical and prayer support for funding, employment and training opportunities.
- In liaison with the leader of Transform ministries, speak and teach at wider church events and forums to share the vision for Spear as part of the mission of the church.

Person Specification

- An active Christian, able to enthusiastically represent the values and beliefs of Trinity and St Paul's churches.
- A creative and energetic individual who is comfortable working flexibly and enjoys starting new projects
- Dynamic and engaging motivator, with an enthusiasm for and direct experience of, coaching and training techniques.
- Heart for working with young people and commitment to transforming urban communities.

Skills and Competencies

- Strong leadership and management skills, highly self-motivated with strong initiative and the ability to translate ideas into practice.
- Qualifications at degree level or equivalent and 2+ years' experience in training and development design and delivery.
- Excellent administration, time management and organisational skills with an eye for detail and the ability to prioritise workload.
- Excellent communication skills and telephone manner, and a sense of professionalism and competence.
- Effective interpersonal skills and high emotional intelligence, with a sense of humour and fun
- Familiarity with the use of social media to promote activities and tell stories across a range of platforms
- Excellent Microsoft Word, Outlook, Excel and PowerPoint competence with efficient work methods.

Working requirements, salary & benefits

- **Salary range (FTE):** £27,500-£29,500 depending on experience
- **Hours:** Part time 0.8 (4 days per week, Monday – Thursday) with some occasional evening and weekend work required, such as for Spear Celebrations and to share in the life of Trinity
- **Annual Leave:** 21 days annual leave plus Bank Holidays
- **Contract:** Initially a one-year fixed term, with the hope of becoming permanent
- **Occupational Requirement:** It is a Genuine Occupational Requirement under the Employment Equality (religion or belief) Regulations 2003 that the Centre Manager is a committed Christian, in full support of the ministry of Trinity.
- **Safeguarding:** Trinity has a robust Safeguarding Policy and will seek to follow all recommended practices for 'safer recruitment'. Appointment to this post is subject to completion of an enhanced safeguarding check.