

Woking Street Angels Co-ordinator

1. Job Purpose

To take significant responsibility for the management and co-ordination of the Street Angels project in Woking.

2. Accountability

This post is a response to the desire of the Churches in Woking to provide care, love and practical help for vulnerable or distressed people on the streets of the town centre. The Co-ordinator is accountable and will report to the Trustees of the charity, Woking Street Angels, who in turn will ensure that the Co-ordinator has appropriate support and training to undertake the role effectively.

3. Main tasks, duties and responsibilities

- ❖ To coordinate and lead the recruitment, checking, training, deployment and ongoing support of the volunteer Street Angels;
- ❖ To believe in the mission of Woking Street Angels and communicate well with volunteer Street Angels to keep them motivated, inspired and engaged;
- ❖ To carry out administrative duties, including:
 - monitoring and maintenance of the volunteers' duty rota, ensuring adequate cover for every shift;
 - arranging and ensuring adequate equipment for each shift and ongoing supplies;
 - ordering and managing payments for supplies;
 - paying in monies received and issuing receipts and thanks;
 - arranging uniforms and security passes.
- ❖ Following established procedures including keeping and maintaining records in accordance with Woking Street Angels policies and procedures;
- ❖ To work in partnership with the Police, Borough Council and other town centre and referral agencies, including maintaining awareness of the available support offered within the borough taking responsibility for referral procedures.
- ❖ To uphold the values of Woking Street Angels (selflessness, being non-judgemental, honesty, integrity, professionalism, excellence, collaboration and partnership).

- ❖ Working with the Trustees, ensure that Street Angel volunteers adhere to the code of conduct and other policies and procedures adopted by the Charity, including the required procedures for safeguarding children and adults at risk and maintaining safety and security
- ❖ Carrying out regular reviews of the policies of Woking Street Angels where these affect the operation of volunteers and agree updates with the Trustees
- ❖ To help develop and implement strategies to promote Woking Street Angels, including presentations on the work of Street Angels in a variety of contexts including churches, the police and the local council.
- ❖ To support the Trustees in managing the funds needed for the work of Woking Street Angels, including providing reports to donors and others on operational activities and expenditure to justify grants and gifts. To provide assistance with raising funds where requested by or agreed with the Trustees and as priorities allow.
- ❖ Regularly reporting to the Trustees on progress and keeping them aware of any problems
- ❖ To produce reports for the different agencies and stakeholders involved and also ensuring reports are produced from every Street Angels' shift
- ❖ To facilitate the prayer support between Street Angels and the Churches of Woking.
- ❖ To highlight any personal development training perceived as needed in the performance of the Co-ordinator role.
- ❖ With others as necessary, help ensure the Woking Street Angels website is kept up-to-date.

4. Location and hours of work

The Co-ordinator will work either from the Street Angels allocated office space (currently at Woking United Reformed Church) or from home.

This is a part-time role of 20 hours per week and will largely be undertaken during the "normal working day". Some work outside those hours may be required; for example, attendance at Trustees' meetings or giving an evening presentation to stakeholders. The Co-ordinator will also accompany and observe the Street Angels at work during the night on 4 occasions each year to ensure best practice is being followed. Further nights on duty would be on a voluntary basis.

5. Benefits

The position will be salaried at a rate of £11.00 per hour. This may be adjusted depending on skills and experience, with the rate of pay to be reviewed following probation and annually by the Trustees.

A holiday entitlement of 112 hours per annum (pro-rata for part years worked), will apply. Public holidays will be excluded. Where a public holiday coincides with a normal working day, this can be taken as paid holiday or another day in the week worked instead.

Reasonable travel expenses will be reimbursed and training provided where necessary and appropriate.

6. Person specification

Essential criteria

The Co-ordinator must:

- ❖ be a practising Christian;
- ❖ share the Street Angels' values of selflessness, being non-judgemental, of honesty, integrity, professionalism, excellence, collaboration and partnership;
- ❖ be a self-starter, able to work with limited supervision;
- ❖ have experience of managing and leading volunteers or employees;
- ❖ be well organised and efficient;
- ❖ be a good administrator;
- ❖ be a good communicator;
- ❖ have presentation skills, including giving talks about Street Angels to other organisations and groups
- ❖ identify development needs and give basic training/instructions to volunteers;
- ❖ be computer literate with a working knowledge of Word, Excel and PowerPoint packages.

Desirable criteria

- ❖ An awareness and understanding of other cultures;
- ❖ Experience of working with young adults and understanding of the laws concerning safeguarding of children and adults at risk;
- ❖ Knowledge of charity governance and the legal framework within which charities work;
- ❖ Experience of charitable fundraising;
- ❖ An understanding of Woking as a town and its nightlife;
- ❖ Safety and conflict awareness skills;
- ❖ Knowledge of MS Publisher (or similar), Facebook and/or Twitter;
- ❖ Have a vision of how the Street Angels programme might develop and grow.

Applications

Must be in writing using the official application form provided (further copies from wokingstreetangels@gmail.com).