

## Diocese of Durham



Central Hartlepool Group

One Family, Three Parishes,  
Growing the Kingdom.

## Communities of Hope Hartlepool

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| Job title: | Community of Hope Project Leader  |
| Location:  | Hartlepool (within parishes of the Central Hartlepool Group)  |
| Salary:    | £22,500 - £24,000 plus pension pro rata<br>This is a three-year post with an option to extend as funding becomes available.                                       |
| Hours:     | 30-37 hours per week, with some flexibility.<br>Five weeks annual leave plus bank holidays.<br>Will include weekend and evening work.<br>A job share is possible. |

### VISION

To aim of the project is to grow communities of faith in Hartlepool through genuine community service and building relationships, with an emphasis on the vulnerable, marginalised, children and families.

### Job Description

The Communities of Hope Project Leader will be responsible for leading and managing the project to meet key targets and outcomes, particularly on the Diocesan priorities around energising growth, challenging poverty, engaging with children and families and caring for the environment. The post requires confident collaboration both with existing church groups (Diocesan and local) and community partners.

This will include:

- Oversight of the project and ensuring key outcomes and key performance indicators are met providing appropriate progress information to the Ordained Lead and Steering Group (including monitoring, KPI, budgets, evaluation and potential fundraising) and Diocesan Growth Team.
- Develop appropriate systems around monitoring, policies and procedures.
- Embed a culture of safeguarding to enable a safe and healthy project, working in conjunction and consultation with the Diocesan Safeguarding Adviser, Community of Hope Safeguarding Assurance Lead and church safeguarding officers.
- Support and engage volunteers in the application of relevant safeguarding policy and ensuring all necessary action, recording and consultation is undertaken in a timely manner.
- Line manage, support, and develop, a team of volunteers

- Line manage, support, and develop the role of the Children and Youth Worker and the Community Evangelist/missional lead.
- Prioritise team meetings and team building to co-ordinate and support regular activities.
- Work with others to identify, design and deliver programs of activities, including discipleship courses.
- Build relationships (formal and informal) across the community, with people from different social/economic and ethnic backgrounds.
- Develop effective partnerships with external organisations whose outcomes are in line with ours, e.g. Joseph Rowntree Trust, St Aidan's Kitchen, Foodbank and Burn Valley North Residents Association.
- Display an inspirational commitment to social justice, inspired by the Christian faith.
- Work with the Diocesan Project Manager to plan, deliver and report on the project.
- Work with the Diocesan Sustainability Manager to move the project towards long term financial sustainability through social enterprise opportunities, grant applications and corporate partnerships.
- Work with the Treasurer to ensure good financial management, working within the budget and ensuring all records are open and transparent.
- Work with the Diocesan Finance Support Officer to maintain the finance budget and submit financial claims in accordance with diocesan requirements.
- Ensure effective communication and dialogue with all parties, e.g. Steering Group, Diocesan Growth Team, other CoH projects, volunteers, the Hartlepool community, and relevant parishes.
- Promote the project through, e.g. social media, newspaper, TV and radio coverage.
- Oversee risk assessments and ensure due process is applied including management of risk
- Identify and agree other responsibilities in line with achieving the outcomes of the project as it develops.
- Engage well with the 'Action Course' and Learning Community as vehicles for local empowerment.

#### Named Key relationships

- Ordained Lead & Line manager: Rev Norman Shave
- Local project chair: Janice Tarn
- Safeguarding Assurance Lead Maggie Hammond
- Community Worker/Evangelist and Missional Lead: Jo Leslie
- Team members: Emma Cain
- Treasurer: David Craig

#### Other key relationships

- Diocesan Project Manager and Diocesan Sustainability Manager
- Diocesan Finance Support Officer
- local clergy and MEV
- All Safeguarding Officers
- Local agencies, charities, and organisations to support community cohesion and development.