

# THURROCK LUNCH CLUB

## PROJECT MANAGER

An exciting opportunity for someone to join The 180 Project team to help us to develop and manage one of our local social action projects. The 180 Project is part of Community Church.

<b>Employment status:</b>	Employed
<b>Reports to:</b>	The 180 Project Manager
<b>Location:</b>	Chafford Hundred and Grays
<b>Salary:</b>	£3744 - £4160 per annum, dependent on experience (£19,760 - 20,800 pro-rata)
<b>Hours:</b>	8 hours per week One regular day during term-time with extra flexibility in school holidays
<b>Contract:</b>	One year initially, with intention to renew annually
<b>Holiday Entitlement:</b>	5 weeks per year (pro-rata) plus bank holidays

### Main responsibilities

1. To oversee the effective running of all aspects of Thurrock Lunch Club
2. Oversee the recruitment and management of volunteers and where appropriate appoint Session Leaders to oversee the running of TLC sessions in school holidays
3. Overseeing sessions of TLC alongside Session Leaders or when there are no volunteer Session Leaders available
4. Correspond with existing and prospective referral partners regularly, including schools and the local foodbank
5. To maintain up to date documentation and advertisements, and distribute to referral agencies in good time
6. To order food supplies and work with the Kitchen Team to ensure minimal food waste
7. Record and report statistics indicating the reach and effectiveness of the project to church leadership, funders and partners as needed
8. To support the 180 Family Engagement Worker in overseeing the care offered to members and their families
9. To work with the 180 Project Manager to ensure the project is run within the allocated budget, and assist in fundraising
10. Ensure the club runs in line within the policies of Community Church, including Safeguarding
11. Work alongside the 180 Project Manager to develop the Christian vision and ethos of the project
12. On occasion, may be asked to exhibit at events to promote awareness of Thurrock Lunch Club

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### Person Specification

#### Essential

- Able to work flexibly in school holidays
- Experience of overseeing a project
- Experience of leading and supervising volunteers and/or a team
- Excellent written and spoken communication skills
- Experience working with children and families
- Self-motivated
- Competent in using Microsoft Word, Excel and Publisher as well as e-mail and Google Drive
- Based in Thurrock
- A passion to eradicate holiday hunger in Thurrock
- Commitment to the Christian ethos and vision of The 180 Project

#### Desired

- Own transport
- Some experience of working in a catering environment
- Experience of working with vulnerable children and families
- Experience in engaging with schools, children's centres and other statutory bodies
- Knowledge or experience of the church sector, particularly related to social action

The successful candidate will be required to undergo a DBS check and to provide two satisfactory references. They will also be required to partake in MakeLunch Initial Training and gain a Food Safety Qualification (Level 2).

Opportunities to visit the project are available between 23<sup>rd</sup>-27<sup>th</sup> October 2017 by appointment. To arrange a visit or for more information contact Elle Knight by email (address below).

Application by CV, application form and covering letter by Sunday 5<sup>th</sup> November 2017. Interviews will be week beginning 13<sup>th</sup> November 2017. Applications should be submitted by post or email using the contact details below.

Email: [elle.knight@mycommunitychurch.org.uk](mailto:elle.knight@mycommunitychurch.org.uk)

Post: Elle Knight, Community Church Office, First Floor, Unit 2, Lakeside Business Village, Fleming Road, Chafford Hundred, RM16 6EW