

Due to the relocation of our current Project Worker, Transforming Plymouth Together are seeking to recruit a replacement Project Support Development Worker, who will assist and support the current board of Trustees and the Strategic Lead Officer in enabling the Churches and wider community to deliver against our key themes; also to offer some communication and administration support to the organisation.

Project Support Development Worker

Job Description:

Responsible to:	Chris Forster, the Strategic Lead Officer & TPT Board of Trustees
Hours:	Part time (24 hours per week) 3 days
Location:	Plymouth
Key Partners	Churches, Food Plymouth, Food Aid Network, Plymouth City Council, Plymouth Public Health, POP, Diocese of Exeter, CUF, CTiP
Salary:	£19,500 (FTE) -£10.70 per Hour - £975 per month (Gross)
Project length:	One-year contract (this could be extended depending on funding)

Job Purpose:

To support the Trustees and the Strategic Lead Officer by connecting with churches in Transforming Plymouth Together to extend its aims and current activities. This includes (inter alia) support in communication, newsletters, delivery and connection with TPT around the city and wider area in delivering its aims and objectives.

Main Duties:

The post holder will be responsible for supporting of the development of TPT and how to take the organisation forward. You will be expected to use mature judgement and initiative in establishing priorities, planning your work and seeing it through to completion.

General:

1. We are a Christian organisation and as such we would wish the you to be supportive and understand our beliefs and allegiance to the Christian faith
2. To engage with Church Leaders and members practically and theologically to promote the TPT program in the churches.
3. To support the delivery of the key themes of Transforming Plymouth Together.
4. To work within the values and policies of Transforming Plymouth at all times
5. As part of TPT you will be required to assist in the delivery of the communication plan, this will include the writing of newsletter's, website, social media as well as written material

6. To take part in line management supervision and appraisal as required
7. To ensure any information processed for both service users and staff is kept accurate, confidential, secure and in line with GDPR and TPT's Confidentiality Policy
8. To have a duty and responsibility for personal health and safety and the health and safety of colleagues.
9. To attend training and events as required
10. To undertake other tasks commensurate with the position as required

Your main priority will be the Feast of Fun Project, working with churches, community groups, schools and local agencies to provide holiday activities and healthy food for low-income families during the school holidays.

“Feast for Fun” Project

- Continue to work with current communities and providers across Plymouth where food provision is most needed. Focusing on the issues that COVID -19 has shown up
- Work with priority communities across Plymouth where holiday provision is most needed, based on Free School Meal and the Index of Multiple Deprivation figures
- Work closely with the ‘Food providers’ to ensure that we have sufficient provision, with detailed planning.
- Manage and coordinate the collection and delivery of food as needed on a weekly basis.
- Identify potential new venues/providers of holiday provision with the relevant experience and capacity in the priority communities as identified above
- Work with existing and new providers to develop a cluster model of provision, to maximise resources and assets at a local level
- Review and update holiday provision guidelines to ensure they meet current policy and legislative requirements including safeguarding, health and safety, food hygiene, GDPR
- Identify training and development opportunities within existing and new providers and plan appropriate training and development in partnership with other agencies
- Identify examples of good practice and learning to share across holiday provision projects
- Develop a network of partner organisations that will work with local providers to support a range of enrichment activities for the physical, social, emotional and spiritual development of children
- Work with the Food Aid Network coordinator to raise awareness and understanding of the challenges faced by local families in the school holidays amongst local businesses and secure business support for the programme, and also to raise the awareness across the Churches in Plymouth.
- Maintain effective lines of communication between key partners and providers

- Manage activities in line with budgets and ensure they are as cost effective as possible
- Write and present reports regarding the Feast of Fun Project and its performance to the holiday provision working group

Your contract will include a requirement to comply with the reasonable instructions given by or on behalf of the Board of Trustees of TPT.

Line management and employment matters

The TPT Strategic Lead Officer will be assigned as your line manager.

Your contract will include provision in respect of statutory entitlement to leave, sickness absence, grievance and disciplinary procedure, etc.

Probation and notice period

The appointment is subject to safer recruitment procedures and a three-month probationary period, during which TPT may terminate your employment upon one week's notice. Thereafter the notice that you are required to give TPT is one month.

Place of work

Office facilities will be provided St Mark's Church Ford in Plymouth. Flexible working will be necessary, including some weekend and evening work. You will be required to travel independently within the Plymouth area as part of ordinary working. Reasonable travel expenses necessarily incurred in performing your duties will be reimbursed.

Hours and Remuneration

The working time of the post is 24 hours per week, (3 day's) subject to short-term variation by mutual agreement. There is no overtime payment but time off may be taken in lieu. Leave is based pro-rata on a full-time entitlement of 25 days plus public holidays.

The gross remuneration is £10.71 (per hour) £19,500 FTE the remuneration is reviewed (upwards only) annually by the Board, though there is no automatic entitlement to an increase. After four months' employment the company makes a pension contribution of up to 7.5% of gross salary to the employee's chosen pension scheme.