



Northampton Street Pastors

Part-time Co-ordinator Job Description

20 hours per month



Purpose	To represent Northampton Street Pastors and to take a role for the promotion and co-ordination of the Street Pastors' initiative in Northampton with responsibility to the Management Committee and linking with The Ascension Trust.
Role	Northampton Street Pastors Co-ordinator - Part-time.
Hours	20 hours per month, flexible hours.
Duration	One year contract from the date of appointment. This can be extended by agreement of the Management Committee, provided there is funding is available.
Base	Street Pastors Office c/o Kingdom Life Church, 9 Tower Street Northampton NN1 2SN
Supervision	Supervision by a Line Manager and liaison with the Chair of Management Committee.

Main Duties

- To assist the Management Committee to comply with charity law, the initiative's constitution, the Street Pastors' Licence Agreement and the various Street Pastors' policies, procedures and guidelines included in the Co-ordinator's and Management Committee's Pack.
- To co-ordinate the recruitment and training of Street Pastors' volunteers.
- To co-ordinate the "team building" of the Street Pastors.
- To assist in the production of reports and the keeping and maintaining of records as required by the Management Committee, The Ascension Trust, the Police, the Council and all other stakeholders.
- To carry out administrative duties in line with established procedures.
- To work with the Administrator in Communications and Coordination of the initiative.
- To adhere to the Street Pastors' ethos and Code of Conduct and to encourage all others associated with the initiative to do the same.
- To be flexible and willing to support the work of the initiative and The Ascension Trust, by undertaking additional duties as and when required.
- Assist the Management Committee with fund-raising for the work of Street Pastors.
- Attend Northampton Community Safety Partnership/Town Centre Task Group, Pubwatch, Police and other partnership meetings. Maintain communication with local County Street Pastor Coordinators.
- Maintain your own Street Pastor knowledge by attending Ascension Trust conferences and training days.
- Maintain good communications with your Management Team, Team Leaders and Street Pastors.
- Work with the Administrator to organise training, information talks at local churches, Commissioning Services etc.

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Christian who agrees with the core values and unique ethos of the Street Pastors' Movement; • Strong commitment to serving vulnerable people and the local community • Open-minded and accepting of all people (non-judgemental attitude) • Willingness to work within boundaries of Street Pastor role • Team player, not a loner • Reliable and punctual • Cheerful and positive • Enhanced DBS Clearance 	<ul style="list-style-type: none"> • Ability to cope with challenging or confrontational behaviour • Sense of humour • Able to use initiative • Aware of personal limitations and the need for support • Warm and encouraging • Friendly and chatty • Cheerful and personable • Confident
Experience/Skills/Knowledge	<ul style="list-style-type: none"> • listening skills • communication skills • observational skills • personal organisation skills 	<ul style="list-style-type: none"> • Good understanding and use of social media

Key Factors for Selection

- You agree with our core Street Pastor ethos of unconditional caring, listening and helping and you understand that our primary reason for being on the streets is to serve. Adopting an accepting and non-judgemental approach, you will demonstrate patience, tolerance and flexibility towards all members of the public.
- Well-developed communication skills.
- You have a strong sense of tact, respect and sensitivity to the variety of situations that will present themselves. You can cope with people who challenge your views on moral and social protocols.
- An awareness of equality and diversity issues commensurate with the role.
- Ability to work with minimum supervision, and demonstrate self-motivation.
- Good presentation skills with the ability to deliver talks and presentations to groups.
- IT skills. Working knowledge of Word and Excel.
- Flexibility in working arrangements including hours and location.
- Commitment to high standards of confidentiality, data protection and information disclosure protocols.
- Willingness to remain accountable to the Management Committee, and to keep in close contact and receive prayer support.
- Ability to work in a multi-agency environment and be supportive towards our colleagues and other members of the Night Time Economy such as the local police, ambulance service and Pubwatch.

Reference: The Coordinator" Section of "Street Pastors-Management and Coordinators Pack"
Pages 3-8 inclusive (C4 October 2010)

Revised: December 2024