



Street Pastors Coordinators

streetpastors.org.uk



STREET PASTORS

Coordinators

DETAILED CONTENTS

Table of Contents

CHAPTER ONE: Coordinator Job Description.....	4
Purpose.....	4
Job Description.....	4
CHAPTER TWO: Coordinator Person Specification	5
Purpose.....	5
Person Specification.....	5
CHAPTER THREE: Guidance for New Coordinators.....	6
Generally.....	6
Initially	6
Weekly	7
Additional duties.....	7

CHAPTER ONE: Coordinator Job Description

Purpose

To represent Canterbury Street Pastors and to take significant responsibility for the establishment, promotion, management and co-ordination of the Street Pastor charity in Canterbury.

Job Description

1. Responsible for producing the Street Pastors rota in conjunction with the team to ensure all patrols are covered.
2. Organise the Prayer Pastor rota to ensure each patrol is covered by prayer.
3. To recruit new Street Pastor volunteers to ensure there are sufficient numbers, as set and agreed with the management committee.
4. To produce monthly reports/newsletters to the management committee [including: Senior/Street Pastor numbers, patrol info, etc], as and when required by Ascension Trust, Police, the council and/or other stakeholders;
5. To organise the training of new and existing Street Pastors
6. To Liaise with key stakeholders, including the Ascension Trust, Police, Canterbury City Council
7. To ensure sufficient supplies are ordered (flip-flops, water, etc)
8. To speak about and present the work of Street Pastors and Ascension Trust to relevant persons and organisations, including churches, Police and local councils;
9. To continually assess the effectiveness of individual Street Pastors volunteers;
10. To regularly facilitate and undertake Street Pastor Quality Reviews, in line with the Agreement and the Street Pastor Quality Assurance Checklist, included in the Trustee and Coordinator Pack;
11. To troubleshoot and resolve a variety of operational issues and queries;
12. To carry out administrative duties in line with established procedures;
13. To keep and maintain records as required by Ascension Trust and other stakeholders;
14. To be flexible and willing to support the work of Canterbury Street Pastors and Ascension Trust, by undertaking additional duties as and when required;
15. To attend Street Pastor training and take part in patrols as and when required.

CHAPTER TWO: Coordinator Person Specification

Purpose

This personal specification is used to indicate the type of personal that would be suitable for the role of Coordinator for Canterbury Street Pastors.

Person Specification

E - Essential / D - Desirable

16. A Christian who subscribes to the Street Pastors' core values, and understands and embraces the unique ethos of the Street Pastors' Movement; **E**
17. Ability to travel locally, and on occasions, nationally; **E**
18. Ability to work within a team, manage conflict and to work with a variety of people with different beliefs, values and backgrounds, and maintain confidentiality; **E**
19. Good communication skills, including the ability to establish rapport and deliver information to a diverse audience, good public speaking, presentation and training skills and an ability to write clear letters, newsletters and reports; **E**
20. Reasonable IT skills; **E**
21. Knowledge of different church traditions; **E**
22. Ability to identify problems and create solutions; **E**
23. Completion of the Street Pastor Confidential Self-Declaration Form; **E**
24. DBS clearance; **E**
25. Ability to demonstrate knowledge, skills and experience of leadership, as well as the management of significant projects; **D**
26. Experience of working with young people; **D**
27. Experience of, and involvement in, social action programs; **D**
28. Knowledge and/or work experience with social services, the Police, education, health service, etc; **D**
29. Experience of working with the church within a leadership capacity; **D**
30. A United Kingdom Driving License. **D**

CHAPTER THREE: Guidance for New Coordinators

Generally

The Coordinator is often the "main driver" of a Street Pastor charity and is critical to its successful launch and operation. This document is not intended to be a list of 'dos and don'ts' etc, but is rather an *aide memoire* designed to guide new Coordinators in particular who may be unclear as to what they need to do and how they need to do it.

It is important to keep referring to the Street Pastors Quality Assurance Checklist in the Coordinators' and Management Committees' Pack. This will help you to ensure that your Street Pastor charity is set up correctly, complying with relevant legislation, the Agreement and that you are at all times operating in line with best practice.

Ascension Trust staff are always available for extra information and support. Please call us at 0208 330 2809 or email info@streetpastors.org.uk.

Initially

1. Prepare a reference file for the Coordinator and each Street Pastor Charity Trustee. For guidance, see *S.2 Governance, Chapter Two: Legal Guidance*;
2. Go through the Street Pastors Quality Assurance Checklist and prepare a timeline for the completion of each of the tasks identified;
3. Familiarise yourself with the contents of the Street Pastors Trustee and Coordinator Pack;
4. Contact local churches to set up information talks and presentations to encourage new volunteers for Street Pastors and Prayer Pastors to come forward;
5. Distribute Street Pastors application forms to interested people, and assist the Charity Trustees with the process of reviewing of completed application forms, taking references, conducting interviews etc;
6. Process DBS checks with your local Safeguarding Advisor, verify the identity documentation and send to local registered body;
7. Contact local streets, police, Safer Neighbourhood officers, local authority personnel who have responsibility for Safer Communities to set up meetings regarding funding for Street Pastors;
8. Refer to the suggested Standard Operating Procedure agreed by Ascension Trust with the Metropolitan Police, and use this as a basis to agree your own protocol with your local police; once this has been finalized, explain this protocol to all street pastors;
9. Organise your local training Street Pastor program, and for further help and guidance, contact Ascension Trust on 0208 330 2809 or training@streetpastors.org.uk;
10. Contact Ascension Trust j.reid@ascensiontrust.org.uk to book the first session of the training program, Roles and Responsibilities;
11. Order uniforms using the form, found in the Street Pastor Pack, s.10 Uniforms, and send by email to uniforms@streetpastors.org.uk;
12. Organise Commissioning Service (Stage 9) of Street Pastors with the street, police, local authority and churches involved. Contact Ascension Trust for a staff member or an Ascension trust Representative ("ATR") to help with the service and the first Street Pastor patrol;
13. Organise and produce team rotas, and identify a street pastor to lead teams;
14. Organise and produce Prayer Pastor rota, and send to team members;
15. Organise accommodation for Street Pastor weekly base.

Weekly

1. Contact team leaders and team members to remind them of duty times, and ensure at least **four street pastors** are available, seeking to find additional members where necessary;
2. Contact the appropriate prayer pastors to remind them of the time and place to meet.
3. Try to aim for at least **two prayer pastors** are available to support the street pastors while they are out on patrol and that all phone numbers are known to both groups to facilitate the exchange of information;
4. Liaise with the police, to pass on information to the Street Pastor teams;
5. Edit and send out the prayer points from that week's team to all street pastors, prayer pastors and partnering churches;
6. Get relevant information from the Street Pastor team leader and complete Weekly Report Forms, to be sent to your Charity Trustees and Ascension Trust, and Monthly Report Forms, to be sent to the Police;
7. Deal with any referrals from the Street Pastor patrols.

Additional duties

1. Write information letters / leaflets for different occasions – talks, presentations, general information, police, local authority, statutory agencies;
2. Write newsletters for distribution to churches, remembering to include appropriate photos;
3. Organise Prayer and Praise services where appropriate, including:
 - venue / times / invitations / worship band / songs
 - structure service
 - organize speakers / testimonies
 - refreshments / offering
 - involve local churches and Management Team, police and local authority.
4. Produce different Power Pont presentations for use with interested groups, police recruits, etc;
5. Attend local meetings of Safer Neighbourhood Groups, Neighbourhood watch, etc as requested to explain the work of Street Pastors;
6. Liaise with your Charity Trustees and attend Trustee Meetings as necessary;
7. Apply for funding for training, uniform, office expenses and the Coordinator's post;
8. Encourage publicity from newspapers, magazines, etc, remembering to liaise with Ascension Trust in your first year before submitting any articles etc to the media;
9. Contact street pastors to remind them of missed training sessions and send out timetable of alternative training dates for the Street Pastor training;
10. Organise refresher training - please contact Ascension Trust for further guidance;
11. Write an Annual Report and submit to your Charity Trustees and Ascension Trust;
12. Deal with any pastoral issues arising from team members and if needed, make referrals to Charity Trustees or local Church Leaders;
13. Take out interested parties as observers (wearing Observer Jackets) with teams, but ensure that each Observer signs the Observer's Agreement in advance;
14. Undertake a Street Pastors Coordinator Training Program and other networking events arranged by Ascension Trust;
15. Email information and updates about your area to Ascension Trust for inclusion on the national Street Pastor web site;
16. Updates your sub-domain Street Pastor web site with latest news and developments;

17. Organise any additional training as necessary – you might like to consider training to cover first aid, knife tubes, Islamic studies, drugs and alcohol or other relevant local issues;
18. Consider obtaining whistles, torches, flip-flops, New Testaments, vinyl gloves, knife tubes, local information, cab numbers, timetables for buses and trains for use by Street Pastors.