



Stirling Street Pastors

STIRLING STREET PASTORS COORDINATOR

JOB DESCRIPTION

Reports to: A nominated Board Member of Stirling Street Pastors

Purpose: to represent Stirling Street Pastors (SSP) and to support the promotion, management and co-ordination of the Street Pastors initiative in Stirling.

Key Duties and Responsibilities

1. Organise and manage the rota for weekend street patrols and other events.
2. Provide leadership to the Street Pastor volunteers, communicating information effectively and as appropriate; organise volunteer meetings.
3. Organise the annual recruitment drive and training of Street Pastors ensuring AT(S) standards and objectives are met; assess and report on the effectiveness of training sessions and trainers.
4. Monitor the effectiveness of volunteers during training and on the streets; organise regular training for the group and for individuals as needed.
5. Organise the annual review of all volunteers; identify training needs and plan appropriate training.
6. Brief the Trustees on the work, development and activities of Stirling Street Pastors at the regular Board Meetings.
7. Manage the SSP office, and any temporary or permanent voluntary or paid staff; maintain accurate records of volunteers and operations; monitor street supplies, ordering stock and uniforms as needed; carry out other administrative duties in line with established procedures including monthly reports to AT(S).
8. Gather, process and prepare data, information and evidence to demonstrate the impact and effectiveness of Street Pastors' work to its stakeholders.
9. Represent SSP at meetings with Stirling Council, Police Scotland and Stirling Voluntary Enterprise as appropriate.

Other Duties and Responsibilities

1. Work with the Trustees to develop strategies that promote and develop SSP in established and / or new areas of activity.
2. Promote and develop relationships, including speaking and giving presentations on the work of Street Pastors and AT(S), to various groups and organisations, including churches, the police, and local councils; organise volunteers to give talks as invited.
3. Assist the Trustees to comply with charity law, SSP's constitution, the Street Pastors' Licence Agreement and the Street Pastors' Quality Assurance Checklist, as provided in the AT(S) Coordinators' and Management Committee Pack.
4. Produce reports, as required, for AT(S), the Trustees, the police, council and other agencies.
5. Carry out other duties as instructed and appropriate to the role.

PERSON SPECIFICATION

E = Essential / D = Desirable

1.	A Christian and active member of a local church, who subscribes to the Street Pastors core values and ethos.	E
2.	Able to communicate clearly in writing and in person, and deliver information to a diverse audience; good public speaking, presentation and training skills. Able to write clear letters, emails, newsletters and reports.	E
3.	IT skills: able to set up and manage files, input and extract data, and design systems: maintain and manage social medial and web site.	E
4.	Able to identify problems and create solutions.	E
5.	Satisfactory completion of PVG Scheme and other SP appointment systems.	E
6.	Able to demonstrate knowledge, skills and experience of leadership, as well as the management of projects.	E
7.	Willing to train as a SP volunteer and participate on a voluntary basis in the rota on a rolling basis.	E
8.	Experience of managing Volunteers	E
9.	Available to attend occasional AT and AT(S) events within the UK; able to attend some evening and weekend meetings.	D
10.	Knowledge of different church traditions.	D
11.	Experience of and involvement in social action programmes. Knowledge of social issues in particular relating to Stirling and surrounding area.	D

12.	Experience of working with the church within a leadership capacity.	D
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SUMMARY OF TERMS & CONDITIONS

Salary	£13,104 per annum for 18 hour per week
Hours	<p>18 hours per week with flexibility for up to 25 hours per week by agreement in advance during busy periods e.g. annual training programme for new volunteers, attendance at meetings outside of usual working hours.</p> <p>Office hours are flexible by mutual agreement.</p> <p>Attendance at conferences and training will be paid at 7 hours for a full day including any travel.</p>
Pension	A pension scheme will be provided with an employer contribution of 6%.
Office Base	Currently an office in Level 1, 61-63 Murray Place, Stirling
Annual Leave	Holiday year runs from 1 Jan – 31 Dec, pro rata in first and final years. A/L entitlement is 126 hours per annum (on 18 hours) including public holidays (pro rata).
Other	As issued in Statement of Terms and Conditions of Employment.