

# DIOCESE OF Hexham & Newcastle

<b>Job title:</b>	Cathedral Outreach Co-ordinator (Ref 20/2017)
<b>Employer:</b>	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
<b>Location:</b>	Cathedral Church of St. Mary Clayton Street West, Newcastle upon Tyne NE1 5HH
<b>Hours of work:</b>	37.5 hours per week with some evening and weekend work as required
<b>Working Pattern:</b>	Variable
<b>Salary:</b>	£29,300
<b>Contract:</b>	Fixed term - 3 years
<b>Grade:</b>	5
<b>Reporting to:</b>	Outreach Steering Group/Associate Pastor
<b>Start Date:</b>	1 October 2017 or as soon as possible thereafter

## Job Description

To oversee and proactively develop the new Mercy Hub based at St Mary's Cathedral.

## Main Duties

- Contribute to the development of the Hub building changes;
- Develop a plan and relevant programmes and activities for the Mercy Hub;
- Network and liaise with a wide range of individuals, groups and organisations to support the effective use of the facility;
- Be the main point of contact for all groups within the City wishing to make use of the Hub;
- Inspire and recruit volunteers to support the work of the Hub;
- Identify and co-ordinate training and induction of volunteers and groups as required;
- Manage the day to day running of the Hub and supervision of volunteers;
- Oversee all aspects of health and safety in the Hub in line with diocesan policy;
- Ensure the diocesan Safeguarding Policy is strictly adhered to;
- Complete risk assessments for activities and groups as required;
- Determine additional funding for the sustainability of the Mercy Hub;
- Manage the budget for the Mercy Hub;
- Provide regular progress reports for the Outreach Steering Group and attend meeting as required.

\* This role is subject to an Enhanced DBS check.

## Personal Specification

### Essential Criteria

- A relevant degree or equivalent experience;
- Experience of working with vulnerable adults and young people;
- Experience of general outreach work;
- Experience of working with and developing volunteers;
- Good understanding of the needs of a city centre base;
- Ability to engage with and deliver to a wide range of audiences;
- Proven research, development and project management skills;
- Outstanding interpersonal skills to work as part of a team;
- Strong communication skills, including giving presentations and facilitating meetings;
- Excellent organisational and planning skills;
- Excellent and up-to-date IT skills;
- A sense of humour and good problem solving skills;
- Awareness of safeguarding guidelines;
- Experience of budget management;
- High level of confidentiality and integrity;
- Willingness to work flexible and unsocial hours, including evenings and weekends;
- Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.

### Desirable Criteria

- Experience of working in charitable sector;
- Experience of securing funding from external sources.