

## **Storehouse Co-ordinator Maternity Cover – November 2018**

Melton Vineyard Church is seeking to appoint maternity cover for our Storehouse Co-ordinator, 3 days per week, to be responsible for overseeing this vital ministry area.

Storehouse is part of Melton Vineyard's compassion ministry. We put together food bags for those who are most in need; for example, those who are waiting for a benefit payment to arrive or students struggling to survive on a limited income. The items we give away are as a result of referrals we receive from local organisations such as Social Services, Melton Borough Council, Sure Start and others.

We believe in a generous God who loves to give things away and that what we give is just a small token of God's love. Everything we give via Storehouse is offered free of charge, with a no-strings-attached policy, so that we do not look for anything in return.

Storehouse is supported by Churches Together in Melton and the surrounding area, and is based at the Fox, Leicester Street, Melton Mowbray.

Whilst this role is administrative/project management in nature, it is a Church ministry position, which involves the job holder, working alongside other Ministry Leaders within the Church to pray together, set direction, and work with other stakeholders to uphold the values and ethos of the project and the Church. It is therefore considered a genuine occupational requirement that applicants are practising Christians, and fully supportive of the aims and values of Storehouse and the Christian values of Melton Vineyard.

**Hours** Part-time, 0.6 FTE (22.5 hours per week)

**Salary** £20,000– £22,500 p.a. pro rata

**Job status** Temporary: maternity cover

**Holidays** Holiday entitlement is 30 days paid annual leave, pro rata (18 days per year)

**Role** Oversee and manage Storehouse ministry

Storehouse serves people from many different backgrounds and is a core compassion ministry so, as well as having relevant experience of administration and/or managing a project, the ideal candidate will also be able to demonstrate an ability to demonstrate empathy, work effectively with a variety of stakeholders, from volunteers and service users to leaders from other supporting churches and other ministry leaders within Melton Vineyard Church. It would also be essential that the role holder is able to develop a visionary strategy and manage a team of volunteers, and potentially paid staff.

For more information on Storehouse, please visit our website, [www.storehousemelton.org.uk](http://www.storehousemelton.org.uk), or Facebook page, [www.facebook.com/storehousemelton](http://www.facebook.com/storehousemelton).

*General responsibilities:*

- Oversee day-to-day running of Storehouse
- Develop, maintain and share the ongoing vision for Storehouse in line with biblical values and ethos, and overall Church vision and strategy
- Manage teams of volunteers and, where relevant, paid staff
- Organise training for volunteers
- Liaise with other ministry leaders within the Church
- Liaise with other church leaders
- Communicate effectively with those using the service
- Liaise with external agencies and supporters, e.g. Melton Borough Council, Tescos, etc.
- Oversee Storehouse budget
- Develop funding bids

*Specific responsibilities and tasks:*

- Manage session leaders and team leaders for weekly sessions and regular teams (e.g. bag packing, clothes sorting, food collection, etc.)
- Identify, recruit, train, deploy, monitor and nurture volunteers
- Work with relevant trustees to secure ongoing funding for Storehouse as well as one-off project grants.
- Represent Storehouse at external meetings, e.g. with Melton Borough Council, local businesses, etc.
- Identify and establish relationships with new agencies or organisations
- Give presentations to support organisations, e.g. schools, Rotary Clubs, etc.
- Negotiate and monitor agreements with supporters, suppliers, etc. e.g. Tescos, Fairshare, etc.
- Develop and maintain policies, as needed, e.g. Health and Safety, Child Protection and Vulnerable Adult, one-to-one interviews, etc.
- Supervise admin support, voluntary and/or paid
- Work with volunteers and team members on ongoing and new initiatives, as appropriate, e.g. Question Box, Pamper sessions, etc.
- Delegate tasks as appropriate to admin support, e.g. Thought for the Day rotas, team rotas, emails to team, etc.
- Oversee website, Facebook page, with admin support
- Handle difficult clients with confidence and respect
- Offer to pray for clients when appropriate
- Respond to Storehouse enquiries

*Requirements*

This is a people-facing role, both with Storehouse clients, volunteers, church members, council officials and the wider business community. The individual will ideally have experience of communicating with individuals and organisations at all levels to promote the vision of Storehouse. The ideal candidate will be:

- Good with people
- Able to work well under pressure
- Able to be flexible in a changing environment
- Able to manage budgets
- A strong communicator
- Able to influence others to achieve the overall aims of the ministry through partnership and participation

Reports to: Trustees (lead trustee: Eluned Owen)

Please apply using the Job Application Form with accompanying CV to Neal Swettenham, Phoenix House, Nottingham Road, Melton Mowbray, LE13 0UL

Closing date for application: Monday 19 November 2018

Interviews to be held in the week commencing 3 December 2018 and the appointment will run from Wednesday 2 January 2019.