

JOB DESCRIPTION

<u>Job Title:</u>	Care Centre Supervisor
<u>Department:</u>	Care Centre
<u>Location:</u>	The Vineyard Church, 7 Brick Knoll Park, St Albans, AL1 5UG
<u>Reports to:</u>	Compassion and Justice Pastor
<u>Main Purpose:</u>	To work with and assist the Compassion and Justice Pastor and the Vineyard Church in the outworking and development of the Care Centre in line with the vision, mission and purpose of The Care Centre and St Albans Vineyard Church.
<u>Hours of work:</u>	30 hours per week Monday (8am – 4.00pm) Tuesday (10am -4.30pm) Wednesday (10am – 4.30pm) Thursday (10am-4.30pm) Friday (10am – 3pm)
<u>Contract Type:</u>	12-month fixed term

RESPONSIBILITIES & DUTIES

General

- To ensure all who come are treated with dignity and respect thus adhering to The Vineyard Care Centres vision, mission and values set out by The Vineyard Church.
- To work with the Compassion and Justice Pastor to review the strategic direction of The Care Centre focussing on building and implementing a social supermarket in conjunction with existing foodbank
- To oversee weekly FEED sessions (currently Mondays and Wednesdays)
- To interact and pray with guests/team
- To oversee the drop in clinics and partner organisation
- To maintain links with the wider community, promoting the Care Centre and our services
- Lead team briefings and prayer times
- To support guests with advocacy work/ working with multi agencies

Warehouse and Stock

- Manage existing and build new supplier and partner relationships
- To work with Warehouse manager in ensuring stock levels are maintained

Team

- Line manage Care Centre Warehouse Manager

- Build and manage teams, working with Compassion and Justice Pastor on recruitment, training and rota implementation
- To attend team briefing and prayer meetings, passing on relevant information to team members who have missed the meeting
- To meet regularly with Care Centre Section Overseers

Other duties

- Comply with all Church operating policies and procedures, including health & safety and safeguarding policies
- Contribute to the effective running and development of the Church
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line of Management

KEY FACTORS

Employee Reports: Relevant Volunteer Teams
Financial Responsibility: n/a

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Basic GCSE's or equivalent 	
SPECIAL SKILLS	<ul style="list-style-type: none"> • Good communication with adults • Leading volunteer teams • To work on macro and micro level • Problem solving • Mentoring 	<ul style="list-style-type: none"> • Motivational • Driving Licence
WORK / VOLUNTEER EXPERIENCE	<ul style="list-style-type: none"> • Previous supervisory experience • Team leadership 	<ul style="list-style-type: none"> • Ministry
KNOWLEDGE	<ul style="list-style-type: none"> • Safeguarding • Culturally aware 	<ul style="list-style-type: none"> • Biblical / doctrinal
SPECIAL FACTORS RELEVANT TO THE POST	<ul style="list-style-type: none"> • Adherence to the Statement of Faith of Vineyard Churches UK • Adherence to the Vision & Values of St Albans Vineyard Church • Clear DBS • Strong personal faith 	

COMPETENCIES	<ul style="list-style-type: none">• Organisation & Administration• Team leadership• Good Computer skills (essential)• Management• Social media competent
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