

JOB DESCRIPTION

JOB TITLE	Management Co-ordinator
LOCATION	Home based within Scotland
RESPONSIBLE TO	Board of Trustees.

INTRODUCTION

The mission of Prospects Across Scotland is ***To encourage, inspire and resource churches to welcome people with learning disabilities and autism and tell them about Jesus***

JOB PURPOSE

To promote and support the ministry of Prospects Across Scotland, working closely with the Mission Development Co-ordinator and the Board of Trustees by

- 1. Developing the strategy, business plan & policies for Prospects Across Scotland (PAS)**
- 2. Overseeing Fundraising activity & inputting into Charity Financials**
- 3. Providing Governance support**
- 4. Supporting existing Prospects Christian groups**
- 5. Staff management & support for volunteers**
- 6. Training and development**
- 7. Assisting with event management & networking**
- 8. Working efficiently on organisational matters**

JOB RESPONSIBILITIES

- 1. Developing the strategy, business plan & policies for Prospects Across Scotland**
 - Work with the board of trustees to develop the business plan and strategy for PAS for the short & medium term
 - Regularly review existing policies e.g. for Safeguarding, Health & Safety, Volunteers, Events
 - Create new policies as required to ensure compliance with changing legislation
 - Ensure appropriate insurance in place

2. Overseeing Fundraising activity & inputting into Charity Financials

- Develop a fund-raising strategy aligning with the business plan
- Investigate options for Fundraising & make relevant applications
- Provide input about the charity's activities & strategy into the Annual Report
- Assist the Board treasurer by banking donations, passing across invoices & accurately recording any financial information

3 Governance Support

- Arrange meetings supporting board activities including set-up, collation & circulation of appropriate paperwork
- AGM Preparation
- OSCR updates as required including any changes to the Constitution
- Maintain Board members register & history of changes

4 Supporting existing Prospects Christian groups

- Provide support for group leaders & existing groups
- Create monthly e-bulletin to share information across PAS existing groups network
- Provide pastoral support to anyone in the wider Prospects family
- Co-ordinate the online Christian activities on zoom
- Arrange online meetings such as prayer meeting, group leader's meetings
- Work alongside the Forum to ensure ideas/information shared with groups / board
- Encourage interaction between groups e.g. prayer partnerships, local or zoom group get togethers

5. Staff management & support volunteers

- Supervise, guide & support the Mission Development Co-ordinator
- Supervise, guide & support the PAS Administrator
- Oversee all staff expenses
- Support any volunteers (where relevant)
- Input into any recruitment process for new staff & volunteers

6. Training and development

- Develop Christian material to be used in Bible Buddies
- Prepare sessions for online Christian groups such as Precious Gems
- Develop online & paper-based teaching resources for groups, churches & other users

6. Event Management & networking

- Support the Mission Development Coordinator, Administrator, Group Leaders, Volunteers with event management such as Holiday weekend, Carol Concert, Annual Celebration etc.
- Network with other Christian & Charitable organisations that are relevant to the lives of people with learning disabilities for best practice / expertise

7. Organisational Matters

- Adhere to the policies and procedures of PAS.
- Meet for regular supervision as arranged by PAS.
- Serve on PAS working groups as required/time permits.
- Engage in continuous skills self-development
- Carry out some admin tasks and limited financial activities.

ANY OTHER DUTIES

To undertake any other reasonable duties connected with the post as may be required.

Under the Equality Act 2010, Schedule 9, this post has an occupational requirement to be a Christian. The successful applicant will be committed to the mission, ethos, aims and objectives of Prospects Across Scotland and will be able to demonstrate clear evidence of Christian commitment.

This job description is not intended to be exhaustive but merely a guide to the main areas of responsibility. Any substantial changes to this job description will be discussed fully with the post holder.

PERSON SPECIFICATION

JOB TITLE **Management Co-ordinator**

LOCATION **Home based within Scotland**

RESPONSIBLE TO **Board of Trustees.**

	Essential	Desirable
Education / Qualification		Higher Level Education or equivalent.
Experience	Fundraising & Strategy Management experience Staff / People Management & Support Development of Training Resources	Working with / ministry among people with disabilities and or autism Volunteer Management Lone/home working
Skills / Abilities	Strong communicator-good presentation skills-verbal and written. Leadership and interpersonal skills <ul style="list-style-type: none"> • Strategic Thinking • Influencing • Enabling • Facilitating • Volunteer Delegation • Motivating Planning, organising and management skills <ul style="list-style-type: none"> • Computer literate/willingness to learn new software as required • Numerate/accurate financial recording • Problem solving • Able to prioritise & manage own workload and some admin tasks • Good time management Commitment to work within organisational guidelines and to corporate objectives	Knowledge of the charity sector Understanding of the church in Scotland Ability to produce easy-read material Successful fundraising experience

Personal Qualities	<p>A committed Christian, with evidence of a personal relationship with Christ - able to demonstrate an active Christian life, in particular a prayer life</p> <p>Self Starter</p> <p>Clear thinker</p> <p>Able to work under own initiative</p> <p>Good interpersonal skills</p> <p>Good listener - empathetic to the needs of others</p>	
Job Requirements	<p>Able to travel in Scotland as required</p> <p>Home working</p> <p>Flexible working</p> <p>Existing member of a PVG Scheme or agreement to be enrolled</p>	