



Quaker Homeless Action

QUAKER HOMELESS ACTION

Projects Co-ordinator and Manager

Job description

An exciting part time opportunity for an experienced Projects Coordinator & Manager with understanding of homelessness and the support needs of homeless people. As the sole paid employee, you will play a pivotal role in carrying forward the charity's work as directed by the Trustee body. Our work base is in East London within a large friendly office shared with a like-minded Charity. With the exception of the Christmas Shelter period, days and times of working can be flexible.

About QHA:

We are a small national charity that helps the homeless by direct action and through partnerships with other voluntary organisations. Currently, we run a seven-day residential homeless shelter over the Christmas period based at The Union Chapel in Islington, a mobile library for the homeless in London and Brighton, and provide grants and support for other projects.

Person specification:

Ethos:

In sympathy with the values and aims of the Religious Society of Friends (Quakers) and the aims of Quaker Homeless Action.

Skills:

Ability to work proactively and unsupervised
Excellent networking skills and the ability to represent an organisation to external bodies.
Excellent collaboration skills.
Good time management and organizational skills
Computer literate especially Microsoft Office packages e.g. Word, PowerPoint and Excel.
Good report writing and presentation skills.

Experience:

Experience of the management of events or community projects.
Understanding of Health and Safety policies and procedures and risk assessments.
Experience and understanding of recruiting and managing volunteers.
Understanding of the voluntary / not for profit sector.



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Flexibility:

Flexibility to work on a variety of tasks as once.

Must be able to work over the Christmas period (Christmas Shelter).

Attendance at Trustee Council Meetings (5 Saturdays per year).

Flexibility of working hours, including weekends and public holidays.

Main duties and responsibilities:

Project Management:

- Recruit and retain volunteers to do the work of the charity: approximately 100 volunteers required annually for the Christmas Shelter, and approximately 50 volunteers needed for on-going projects, with scope for more as required.
- Maintain and develop relationships with partner organisations.
- Plan and co-ordinate Christmas Shelter, Mobile Library and other projects as required.
- Christmas Shelter: Plan all aspects of running a seven-day residential homeless shelter including recruiting, training, scheduling and organising volunteers; coordinating with support services; managing budgets; ordering and storing supplies; ensuring Health and Safety criteria are met; oversee smooth running of shelter during the week.
- London-based mobile library: Provide administration support including recruiting and organising of volunteers; taking up of references; managing volunteer training and support meetings; organising and maintaining the calendar of van maintenance, eg MoT, congestion charge payment, insurance etc.
- Design and write the annual Quaker Christmas Shelter Report, and Quaker Mobile Library Report, and distribute as appropriate
- Work with trustees to initiate and develop new projects

Fundraising and External Communication:

- Apply for funding from Charities and Trusts
- Prepare and send appropriate fundraising appeals and communication on the projects to all Quaker Meetings nationally.
- Liaise with other related projects in relation to provision of grants and activities
- Prepare and distribute updates on QHA's work, in the form of a flyer, poster, or similar.
- Update the website regularly (at least weekly for essential information).
- Plan attendance and communications at Quaker events such as Yearly Meeting.
- Liaise with other voluntary and public bodies working with homeless people.



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Financial Management of the charity:

- Work with the Treasurer to ensure that the financial records (income and expenditure) are up to date.
- Provide administrative support to the Treasurer of QHA, with donor management (e.g. preparing and issuing correspondence such as thank you letters and requests).
- Report on the financial activities of core projects.
- Annually review and renew the insurance policies for the Trustees Insurance, the General Insurance, and the Mobile Library Insurance.

Working with Trustee Council:

- Prepare a report and room booking for five Trustee Meetings per year, usually held in January, April, July, October and November.
- Be available to work over Christmas period (i.e. 20th Dec to 30th Dec) including Christmas Day, Boxing Day with some weekend work in the run up period.
- Communicate regularly with the Trustees so that they are aware of QHA's day-to-day activities.
- Provide regular administrative reports to the Trustee Council.
- Comply with all policies and procedures as laid down by the QHA Council.
- Carry out any other activities commensurate with the effective undertaking of this post, in accordance with the decisions of QHA Council.
- The post holder will be expected to attend QHA Council Meetings, which take place on a Saturday afternoon some 5 times a year in East London.

Summary of conditions of service

Employment status	Sole employee of the QHA charity
Hours worked: period.	21 hours per week, additional hours during the Christmas period.
Location	London (Office base and Christmas Shelter)
Holiday entitlement:	25 days a year, pro rata, in addition to all Bank Holidays (double days in lieu for Christmas and Boxing Day). The post holder will be expected to work a longer week during the Christmas period (up to 35 hours), including Christmas Day and Boxing Day.
Probationary period:	6 months.



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Notice period:	One week's notice by either party during probationary period. One month's notice by either side upon satisfactory completion of the probationary period.
Salary:	£32,000 pro rata (for 21 hours per week, £19,200 pa, actual). Additional payment, pro rata up to 35 hours per week in the period 20th to 30th December (availability for the Quaker Christmas Shelter), and other times by negotiation for specific projects.
Accountable to:	Quaker Homeless Action Council, the Charity's Board of Trustees.
Responsible to:	Quaker Homeless Action Employment Committee – named line manager. Will attend monthly supervisions and will undergo an appraisal of work on a six-monthly basis.

How to apply

Please send a copy of your Curriculum Vitae, detailing work experience, education background, volunteering history, relevant training courses undertaken, and with contact details for two references, one of whom must be your present or most recent employer. References will be taken.

In addition please write a supporting statement of no more than 3 sides of A4 paper (font 12, double spaced) detailing how your skills and experience make you a suitable candidate. Please address in the statement all of the criteria listed in the person specification and description of main duties.

Applications to be received by 5pm 2 June 2017.

Late applications will not be considered.

Please return completed applications by email to: qhajob@gmail.com

- Shortlisting will take place in the week beginning 5 June 2017
- Those called for interview will be notified by telephone by 9 June 2017.
- Interviews will take place in the week of 19 June (date to be confirmed)