

Centre for Theology and Community: Near Neighbours (Eastern London) Co-ordinator

Application Process

Candidates should send a CV (listing two referees) and a covering letter explaining how their experience and skills qualify them for this role to director@theology-centre.org by noon on **Friday 26th May**. Shortlisted candidates will be notified on 30th May, and will be interviewed on the afternoon of **Monday 5th June**

Job Description

Title:	Near Neighbours Co-ordinator (Eastern London)
Employer:	Centre for Theology and Community (CTC)
Salary:	£28,000 pa plus pension contributions
Hours:	30 hours per week
Accountability	Trustees through CTC Director as line manager.

The post is funded until 31 March 2018, and can be taken up as soon as the successful applicant is able to begin.

Background:

Near Neighbours is an initiative of the Church of England's Archbishops Council and the Church Urban Fund and is supported by a multi-faith advisory panel. It is a response to the Government's desire to provide resources to strengthen relationships in multi-religious neighbourhoods. For more info please visit www.cuf.org.uk/near-neighbours

Job Purpose:

- To encourage participation in the programme by advising and supporting neighbours and organisations to make applications to the Small Grants Fund and to help in administering project grants and training programmes locally
- To develop the programme in the ways outlined in CTC's Partner Agreement

Key Responsibilities:

- Promote, develop and co-ordinate Near Neighbours in Eastern London using a range of media, venues and organisations – and building on the existing relationships developed in the first five years, and the wider set of relationships developed by CTC
- Explore and support the potential for new activity which strengthens association and networking between people and groups of all backgrounds including age, gender, ethnicity and faith or no faith.
- Encourage and support churches and other faith communities in utilising their structures, people and resources in creating and deepening such associations.

- Equip and resource people, particularly those undertaking Near Neighbours community initiatives, by offering capacity building and training through CTC, local faith, voluntary and civic agencies and Near Neighbours partner organisations.
- Engage in monitoring and evaluating the effectiveness of the programme within the agreed national framework, cooperating with Near Neighbours evaluation agencies.

Terms and Conditions:

The post is part time (30 hours per week).

Evenings and weekends availability is crucial. Time off in lieu can be taken. No overtime is payable for this position. There will be 20 days holiday per annum plus public Bank Holidays. The post is funded until 31 March 2018 and will be subject to a 3 month probationary period. All agreed expenses, including mileage are reimbursed.

Please note that all jobs are offered subject to enhanced Disclosure and Barring Check.

Essential Experience/Skills:

- A suitable and demonstrable level of experience in a faith based community development role
- Experience of working in multi faith contexts and skills in cross cultural communication and community engagement
- A sound working knowledge of financial procedures, basic budgeting and basic IT skills
- Excellent organisational and communication skills and experience of delivering effective presentations and public speaking

Highly desirable Experience/Skills:

- Ability to help people with limited education or without English as a first language to understand grant criteria and make applications
- Experience of working with volunteers and community projects
- Local knowledge and contacts in the designated area

Personal qualities:

- In sympathy with the ethos of the Church of England delivered Near Neighbours initiative
- A flexible approach to the job combining enthusiasm, a will to succeed, an ability to work in contexts which may be unpredictable and disorganised, while remaining methodical and well-organised

CTC is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.