



# GROWTH SHELTER AND DAY CENTRE COORDINATOR FULL TIME

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<b>Job Title</b>	Shelter and Day Centre Coordinator
<b>Start date</b>	Immediate
<b>Wage</b>	£25k pro rata
<b>Annual leave</b>	25 days (plus Bank Holidays) pro rata
<b>Working hours</b>	8.45am-4.45pm Mon-Fri plus on call (phone only) one week in three, from 6pm-10.30pm
<b>Contract</b>	Fixed term (to May 2025)
<b>Office location</b>	Poplar, Tower Hamlets
<b>Line Manager</b>	Director
<b>Applications by</b>	5 <sup>th</sup> August 2024
<b>Interviews</b>	Week commencing 5 <sup>th</sup> August
<b>Applications</b>	Please email your CV and completed application to <a href="mailto:nicky@thisisgrowth.org">nicky@thisisgrowth.org</a> .

## ABOUT

GrowTH is a non-denominational Christian charity, which works in partnership with evangelical churches from a variety of backgrounds within the London Borough of Tower Hamlets.

GrowTH seeks to share God's love with its homeless neighbours in word and deed. So, alongside receiving practical care and help, all GrowTH guests have the opportunity to hear the good news of Jesus and to explore the Christian faith, if they wish.

GrowTH, has three main projects currently up-and-running, with a fourth on its way:

- **GrowTH Night Shelter:** provides volunteer-run winter shelter in Tower Hamlets. Homeless men and women are referred to GrowTH by local homeless agencies. Once accepted into the shelter, guests receive a warm welcome, a hot evening meal, a safe bed for the night, and breakfast in the morning. The resettlement support there provides every guest in the shelter with one-to-one support from GrowTH's two Advocate Workers to help them move out of homelessness, with the aim of resettling them into stable accommodation.
- **GrowTH Housing:** provides temporary (twelve-eighteen months) move-on homes locally for some who have stayed in the shelter, in order to help them transition towards independence. This project provides affordable accommodation, plus tailored support from the GrowTH Housing team. We are expanding from 15 to 30 residents in the new few months.
- **GrowTH Day Centre:** provides a safe space for guests to meet with the staff team for advocacy and support meetings. There is also space for shelter guests to relax, and ample opportunities for both staff and volunteer-led evangelistic events, as well as prayer ministry.
- **\*NEW FOR 2024\* GrowTH Community House:** a residential home for men. The house provides an opportunity for men seeking a fresh start to confront deep rooted issues impacting their lives, within a safe, loving, disciplined and family environment.



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## **Key Responsibilities**

1. *Manage and provide practical support at the day centre.*
2. *Coordinate all aspects of the winter night shelter*
3. *Build relationships with guests, being ready to share your faith in Jesus Christ where appropriate.*
4. *Other*

## **Detailed Responsibilities**

### *Manage and provide practical support at the day centre*

1. Unlock and open the building each morning.
2. Welcome guests into the daycentre throughout the day.
3. Induct new guests on arrival.
4. Manage the luggage storage.
5. Keep the day centre organised, clean and tidy, always seeking to improve the provision.
6. Help plan and facilitate a timetable of activities at the day centre.
7. Manage the shelter guests in the day centre (dealing with any queries or incidents).
8. Be the main point of contact for Growth in liaising with other groups using the day centre venue.
9. Manage utility consumption, contractors and liaising with landlord of property.

### *Coordinate all aspects of the winter the night shelter*

1. Help the director plan the church rota for each season.
2. Produce or amend relevant paperwork each season, such as volunteer agreement forms, guests feedback forms, maps etc.
3. Prepare the log folders and deliver to all churches.
4. Coordinate completion of all necessary forms, insurance requirements, risk assessments and any other governance issues with partner churches.
5. Ensure all equipment is ordered and in place for the season.
6. Source funding for required equipment (such as for replacement beds).
7. Manage and improve Growth's volunteer database (Infoodle).
8. Recruit volunteers and refer volunteers to partner churches where appropriate.
9. Arrange full volunteer teams and logistics for the hosting of the night shelter on nights that partner churches have not been able to take ownership, including sourcing buildings for use.
10. Update training material and train all volunteers and coordinators.
11. Support the coordinators throughout the season with regular phone calls and meet ups if requested.
12. Work with the chaplain to support the churches in evangelism.
13. Be the first point of contact between coordinators and staff with regards to guest issues (except for the normal on-call rota).
14. Arrange photography and filming in the night shelter for promotional benefit.
15. Represent Growth at partner churches on Sundays to promote the work of the night shelter and enhance



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engagement from leaders and volunteers alike.

16. Meet with coordinators post-season to receive feedback and seek improvement.

### *Build relationships with guests*

1. Be a warm and welcoming presence in the daycentre.
2. Where the role allows, spend time engaging with the guests, listening well, and encouraging them.
3. Partake in activities at the daycentre.
4. Connect guests with local organisations and ministries specific to their needs.

### *Other*

1. Take phone referrals for new shelter guests.
2. Support the Advocate Workers in collecting guest feedback.
3. Attend promotional events and represent GrowTH.
4. Join in and occasionally lead staff prayer meetings, bible studies and times of worship.
5. Help coordinate and organise events such as the annual sleep out and summer celebration.
6. Prepare social media posts.
7. Contribute to newsletter content.
8. Be willing to fill occasional volunteer slots at the night shelter as required (including overnight slots).

## PERSON SPECIFICATION

<b>Personal faith and values</b>	<ul style="list-style-type: none"><li>● Faith in the Lord Jesus Christ as their personal saviour.</li><li>● A committed member of a local church.</li><li>● An understanding and practice of evangelical Christian belief and a lifestyle and conduct that are compatible with those beliefs. GrowTH adheres to the Evangelical Alliance Statement of Faith and is supportive of the Evangelical Alliance Pastoral Statement on Sexuality.</li><li>● An understanding of Jesus' compassion for those without home, hope and help.</li><li>● Faith that God can save and restore any person, regardless of their situation.</li><li>● Passion for sharing the gospel.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>● Supporting marginalised people in some capacity.</li><li>● Leading a team (of either staff or volunteers).</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>● Good organisational and administrative skills, including the ability to prioritise tasks and manage many competing demands.</li><li>● Competency with Microsoft Word and excel would be an advantage.</li></ul>
<b>Personal Requirements</b>	<ul style="list-style-type: none"><li>● Ability to take the initiative and generate ideas.</li><li>● Excellent listener with great patience.</li></ul>



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	<ul style="list-style-type: none"><li>● Excellent interpersonal skills and ability to speak appropriately to all types of people (with varying levels of English and cultural diversity) that will be met through the shelter.</li><li>● Willing to undertake any tasks necessary to support GrowTH and get 'stuck in' with even the most menial of tasks.</li><li>● Neat and tidy.</li><li>● Keen eye for detail.</li></ul>
<b>Additional Desires</b>	<ul style="list-style-type: none"><li>● The ability and willingness to occasionally drive in Tower Hamlets would also be an advantage.</li></ul>



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## Vision, Mission and Values

This Policy sets out the vision, mission, and values of GrowTH in accordance with the Articles of Association:

### 1. Vision

To see God transform the marginalised in Tower Hamlets, for His glory.

### 2. Mission

To mobilise churches to respond to homelessness in Tower Hamlets.

We provide safe and welcoming shelter, hospitality and housing through local churches and partners, to give a fresh start to those who are marginalised and an opportunity to experience the love of Christ.

### 3. Core Values

We are CHRISTIAN

We build connection and community through committed relationships with our guests and partners, motivated by compassion and God's love, and so:

We are LOVING

Our staff and volunteers care, encourage and support our guests through practical love in action.

We are a PARTNERSHIP

Working together we maximise community resources through our network of churches, referral agencies and housing associations to multiply our impact.

We bring HOPE

We point people to Jesus to find hope now and forever.