



**Alive Church
Job Information Pack**

**Job Title: Community Project Coordinator
Department: Alive Church Lincoln South**

Dear Candidate,

Thank you for your interest in working for Alive Church.

In this pack you will find the Job Description and Person Specification for the role you are applying for.

We encourage you to read the guidance notes and fill in the application form carefully, giving all relevant information and in particular setting out the ways in which you meet the criteria to be assessed through the application form.

The criterion set out in the person specification contains all the competencies for this role and will be assessed at different stages of the selection process. Please see the guidance notes for further information on this.

I hope that you find the job description interesting and decide to apply. I wish you success and we look forward to receiving your application form.

Simon Nicoll
Operations Director

Alive Church
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CONTENTS

About Alive	4
Job Advert	7
Guidance Notes for Applicants	10

ABOUT ALIVE CHURCH

We are a vibrant contemporary church currently based in 8 locations; Gainsborough, Grantham, Lincoln Central, Lincoln North, Lincoln South, Newark, Scunthorpe and Wymondham. The heart of Alive is to introduce and connect people to God. We do this in a number of ways but primarily our activities are centred around Sunday Services, mid-week Life Groups, children's, youth and student ministry and community based projects that seek to bring restoration to those in the localities we are based.

We are part of the Ground Level Network of churches and therefore are actively involved in all of the activities of Ground Level. This includes the One Event and Leaders Conference. In addition to this Alive Church is a member of the Evangelical Alliance.

Alive Church Lincoln is a registered charity (No: 1140435) and a company limited by guarantee having no share capital. (Registered Company No: 7494717)

You can find further information about Alive through our website www.alivechurch.org.uk

OUR VISION

We see Alive as a strategic multi-site church made up of thousands, expressing itself in numerous locations, seeing many people come to faith and equipping people who passionately follow Jesus Christ. We see a planting church who actively raise leaders and send teams to plant new locations. A church readily working in partnership with other churches and ministries for the advancement of God's Kingdom. We see Alive having a heart for the re-evangelisation of the UK, believing we have a significant contribution to make.

We see Alive as a knowing church. A multi-ethnic, multi-generational church who values all people, ensuring everyone is given an opportunity to know Jesus. We see a body of people who carry the heart and ethos of the church in all age ranges. We see Alive as a church of character and humility, where every person serves the mission of Christ, putting others before themselves. We see a church who deeply values both gathering together for vibrant Sunday worship and celebration and connecting together in small groups for friendship and discipleship.

We see Alive as a growing church. A bible-believing church, living out orthodox christian lifestyle handed down to us in word and deed. A Jesus-centred community growing in their faith and empowered to make a difference in the world. A positive Holy Spirit filled people demonstrating the fruit and gifts of the spirit and the character of Christ. We see Alive as a welcoming church where kindness and hospitality are the hallmark. A church who models the generous heart of God in their own generosity. A church who carries a spirit of excellence. A praying church who believes that nothing is impossible with God.

We see Alive as a going church. A church of influence, with involvement in all spheres of society and a focused mission into the world. A church with a heart for the poor and the marginalised, who are determined to bring transformation to people's lives. A church led by a dream team of committed staff and leaders. A team of men and women committed to God and to one another

to see our dreams become a reality. We see a church that leads the way in training leaders who carry the DNA and culture of the house both within the church and into society, equipping all people to serve God in every area of their lives.

KNOWING

Every person having a relationship with Jesus Christ

GROWING

Every person growing as a follower of Jesus within His church

GOING

Every person engaged in the mission of Jesus through the church

Values

You will ensure that you uphold the following core values both personally and within the team.

At Alive we hold the following values:

Team: Our vision and purpose is led through and accomplished in teams.

Teams are made up of people who give 100% energy and commitment in an environment of encouragement and trust, equipping and releasing others to go beyond us, cheering each other on toward the goal.

Generous: As God has given to us, we give more than is necessary or expected of our time, talent and treasure.

Invitational: As God first invited us, we live lives of proactive invitation. We see everything as an opportunity for ALL people to find purpose, experience more, connect and flourish.

Generational: We champion the family of God - from the eldest to the youngest, creating environments where everyone is valued. We actively honour those who've gone before us, our inheritance and leaving a rich legacy that outlasts us for generations to come.

Honouring: We proactively see the image of God in each other. We honour those in position and authority over our lives. We honour, serve and give time to those whom God has brought us into relationship with.

Excellent: We commit to do the absolute best with what we have, doing all things in service to God and one another

Relational: We keep our hearts fixed on our relationship with Christ (vertical) and love others as He loves the Church (horizontal).

Youthful: We're moldable in our thoughts and actions, embracing change, striving for relevance and keeping principles over practice.

Entrepreneurial: We seek every opportunity to grow, improve and multiply by utilising our God-given pioneer spirit and creativity to do things in a better way.

Supernatural: We expect to live extraordinary lives by the power of The Holy Spirit

JOB ADVERT

Contract type: 1 year fixed contract (12 months from start date)

Salary: £9,000 pro rata (£22,500 FTE)

Hours: 15.00hrs per week

Location: Alive Lincoln South

Closing date: Friday 6th October

Start Date: As soon as possible

Line Management Structure:

You will be Line Managed by the Lincoln South Location Pastor

Role Description

The role of the Community Project Coordinator is to coordinate and administer the various agreed community projects across the Alive Lincoln South Location. You will work on a range of tasks to help release the voluntary community action teams in the location to fulfil the remit of the agreed community projects that have been identified from the discovery course.

The main purpose of the role is to facilitate community action projects which will be delivering food, money advice and support and work skills in the Alive Lincoln South location and ensure the work we do is in line with our values, being as excellent and as efficient as possible.

Main Duties:

Working with the Location Pastor:

The role will facilitate existing projects, facilitate new projects and inspire teams to work together.

1. Coordinate the existing community projects. This will have timelines and budgets set and agreed as KPI's for your role for the year ahead.
These are as follows: Butterflies, Restore, Community Grocery and Safe Families.
2. Coordinate the set up of the community projects that have been agreed and identified from the discovery course. This will have timelines and budgets set and agreed as KPI's for your role for the year ahead.
These are as follows: Toddle In, Energize, The Shed and the Wellbeing Course.
3. Build volunteer community teams from the location to assist in the implementation of the community projects.
4. Build a network of partnerships alongside similar agencies to map out the provision plan across the community.
5. Develop a network of partnerships to create referral pathways for guests and service users
6. Organise community events that are invitational and link into the ongoing Alive Location

programme, e.g Easter and Christmas.

7. Monitor and review each community project according to targets and feedback achievements and concerns through your line manager.

Key Performance Indicators

(These will be discussed with your line manager)

1. Set up the agreed projects by the agreed dates that are in the proposal. This will include the monitoring and evaluation of each project.
2. Create volunteer teams to assist in the running of projects.
3. Obtain funding throughout the year to cover any project costs as agreed with the Location Pastor.
4. Obtain new visitors to the Alive Lincoln South Location services, from the community projects.
5. Each quarter, report back to the Exec Team and the Vision Core Team on measurables using the reporting form provided for you.

Person Specification

Specification	Criteria	Essential / Desirable
Qualifications & Training	5x GCSEs or equivalent grade C and above incl. English and Maths	D
Experience	Proven record in starting and running various projects	E
	Ability to communicate effectively with partner agencies and colleagues with experience of partnership working	D
	Proven record of working with volunteer teams	D
	Previous experience of fundraising	D
Skills & Knowledge	Excellent communication skills, both verbally and written	E
	Understanding of data protection requirements and confidentiality	E
	Able to work independently	E
	Able to form constructive working relationships with colleagues, clients and other agencies.	E
	Organisational skills / Time management / Ability to prioritise and organise own workload/ able to work to deadlines	E
	Able to work flexibly and manage periods of pressure	E
	Competent computer skills - Google docs, Google sheets and Microsoft Office	E
Personal Attributes	Actively practising the Christian faith	D
	Access to a car and possession of a full UK driving licence.	E
	Honesty, integrity & reliability	E
	Professional and approachable attitude	E
	Flexible over working hours according to the needs of the church	E

	Works to high professional standards and promotes these in others.	E
	Willingness to go over and above to get the job done	D

Application process

Please apply in writing, by completing the **application form and submitting a personal statement. Please accompany your application with a portfolio or showreel.**

Please send your application and personal statement to:

Simon Nicoll
 Operations Director
 Alive Church
 Newland
 LN1 1XG

Or alternatively by email to simon.nicoll@alivechurch.org.uk

GUIDANCE NOTES FOR APPLICANTS

These notes aim to help you complete your job application form. Please read carefully before you start completing the application form.

Completing your application

We will use the information you provide in your application to decide whether or not you meet the essential requirements listed in the person specification. Please note that if you don't give examples through your application how you meet the criteria, your application will not be taken to the next stage.

The people short-listing will use information from your application and personal statement to determine whether you will be short-listed for interviews for this role. They will focus mainly on the essential criteria listed in the person specification. You should therefore show through your application form and your personal statement how you meet the essential criteria.

Personal Statement

Your application form **must** be accompanied by a personal statement. When writing your personal statement please ensure it is no more than 1000 words and contains the following:

Name of applicant

Role applying for

Knowledge and experience

The knowledge and work experience that you've had – everything that makes you believe you are the right person for the job

Skills and abilities

How do your skills match what we're looking for?

Competencies

Please give real life examples of how you have demonstrated the competencies listed on the Person Specification

Assessments/Interviews

If your application is short-listed, you will be required to attend an interview.

References

We will need two good references.

- Your current employer. If you are unemployed, this will be your most recent employer.
This will be someone senior to you who can assess your work for us, not a colleague or friend at work.
- A previous employer, or someone with a senior role who can vouch for you.

DBS check

This position will require us to carry out a Disclosure & Barring Service check.

Eligibility to work in the UK

It's against the law for us to take on people who do not have the right to work here. If we offer you a job, we will ask you to prove this to us. We'll send you a list of documents you can use for this.

Data Protection

By law, we have to let you know that we keep the personal information about you that you put in a job application. When you sign and send an application in, we take this to mean that you are giving us permission to keep it, and to use it to get in touch with you, if we find a job we think would suit you in the following six months.

Your views

We're happy to hear from you. We want to improve our recruitment, so please do let us know what you think about the process.

Tips for the interview

If you are successful in being offered an interview then the following information may be of value to you.

- Be yourself - act naturally;
- Try to relax and ask for water if you need it;
- Don't be afraid to take time to gather your thoughts and think of your best example to fit the question before speaking;
- It's OK to ask questions - remember it is a two-way conversation;
- It's also OK to ask the panel to repeat a question, or clarify your understanding for what you are being asked;
- If you are unsure about whether your example is what the panel was looking for, at the end of your response check with the panel that you have answered their questions;
- The panel will be busy taking notes during the interview and may not be able to maintain eye contact with you throughout the interview. Don't let that distract you or put you off. It's their job to get everything down so they have an accurate record you have said in the interview - it does not mean you are giving bad examples.