



# AMBER PROJECT CO-ORDINATOR

**Application Pack**

BE THE TRAILBLAZER  
ACTIVATE CHANGE  
STRENGTHEN LIVES  
BUILD COMMUNITIES  
EMBRACE THE CHALLENGES  
BE THE HELPING HAND  
FAITH TAKING ACTION  
PURPOSEFUL ACTION  
REAL PEOPLE  
REAL FAITH  
RISK TAKERS

# CONTENTS

FROM OUR CEO.....	3
ROLE OF PROJECT CO-ORDINATOR.....	4
JOB DESCRIPTION.....	5
ROLE REQUIREMENTS.....	8
OUTLINE TERMS AND CONDITIONS.....	10
WHAT MAKES US CHURCH ARMY.....	11
APPLICATION PROCESS.....	13

## OUR VISION

For everyone everywhere  
to encounter God’s love,  
and be empowered to  
transform their communities  
through faith shared in  
words and action.

# **FROM OUR CEO**

I'm delighted that you are interested in the role of Amber Project Co-ordinator with Church Army, I hope that as you read through this job pack you get a clearer sense of who we are.

In all our work Church Army seeks to support and empower those most in need in the UK & Ireland. We walk alongside and love those who are struggling, especially the marginalised. We are a mission organisation committed to enabling the transformation of lives and communities in and by the love of God.

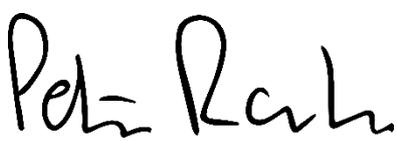
The work of Church Army makes a real difference in people's lives. Every role offers the opportunity contribute to making our vision a reality. The work that you do with Church Army really will make a difference, and we are thankful for every one of our committed and passionate staff. Our GRACEUP values are at the heart of all that we do across Church Army, in our work and in our relationships. They serve as cultural cornerstones, compass points and anchors. In joining Church Army, you will belong to a community of remarkable people who are proud to do what they do. Together we work hard to make sure our team know that they are valued for their contributions and moreover valued for who they are.

This is an exciting time to join us. As we implement our DARE strategy Church Army is growing its frontline work and growing its impact. We are proud to work in some of the toughest communities across the UK and Ireland. Our Centres of Mission, in partnership with Dioceses, are where evangelists live in local communities sharing faith, and empowering & equipping the local church in mission and evangelism. In Marylebone London, we run the biggest women's only hostel and the only 24/7 emergency drop-in centre in the UK. Marylebone empowers women to end their homelessness and live their lives to the full. In Cardiff, we run the Amber Project, which helps young people who battle self-harm, and the Ty Bronna Project, which is a hostel for homeless young people. Elsewhere one of our Projects befriends, serves and supports vulnerable women involved in the sex industry.

It can be challenging work. Church Army is often found where others won't go and doing things that others can't or won't. Yet it is joyful and fulfilling work. We serve in a broad range of settings, with people from all walks of life, and of all faiths and none. I am thrilled and humbled to work for an organisation that does this in God's name and your name.

I hope that you will be inspired and encouraged to want to join our amazing team.

Yours,

 Peter Rouch



# ROLE OF PROJECT CO-ORDINATOR

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The Amber project has for many years done an amazing work in supporting young people in Cardiff and South Wales who have experience of self-harm. The project provides counselling, practical support, singing, guitar and creative and theatre workshops. An important aspect of Amber is our Constellation group which works with young people 12-25 who identify as trans, non-binary or questioning their gender identity.

The role of Amber Project Coordinator is an important role in overseeing Amber as one of Church Army's exciting projects. This role is perfect for someone who holds the gifts and experience of supporting vulnerable young people with an ability to see the bigger picture of supporting young people into independence. For more information about this project please visit: [https://www.amberproject.org.uk/Groups/245333/Church\\_Arm/Microsites/Amber\\_Project/Contact\\_Us/Contact\\_Us.aspx](https://www.amberproject.org.uk/Groups/245333/Church_Arm/Microsites/Amber_Project/Contact_Us/Contact_Us.aspx)

The project has been in existence for over 20 years and throughout that time we have seen many young lives supported and transformed. The Amber project itself has a strong identity as family and has pastoral care at its core.

The Amber Project is one of our Key Projects and is key to the strategy of Church Army. For the role of the Project Coordinator of the Amber project, it will include working effectively with other agencies in Cardiff and South Wales including health agencies and local government, supporters and trusts as well as National Staff within Church Army.

For this role, we are looking for a caring and supportive individual, who will support and manage the Amber team in their respective roles. The role will work towards seeing the Church Army strategy implemented through this Key Project. The ideal candidate will be an effective people and project manager who is exceptionally gifted in communication and demonstrates excellent networking skills. The role will include administration, covering some support work within the project and attracting new supporters to the work of transforming young lives.

**Neville Willerton,  
Director of Mission Operations**

# JOB DESCRIPTION

<b>Job Title:</b>	Project Co-ordinator (Amber)
<b>Location:</b>	Cardiff, Wales
<b>Responsible To:</b>	Director of Mission Operations
<b>Relating To / Responsible For:</b>	The Amber Team
<b>Purpose:</b>	To co-ordinate The Amber Project for vulnerable children and young people who are at risk of engaging in self harm, using Counselling 1-1 support and workshops as a means of enabling individuals to creatively express themselves, raising emotional resilience together with levels of confidence and self-worth
<b>Objectives:</b>	<ol style="list-style-type: none"> <li>1. To lead the Amber project ensuring that it reaches agreed objectives.</li> <li>2. At all times, work in a professional, responsive, flexible and non-judgemental way, demonstrating the ability to work constructively with people in the project.</li> <li>3. To participate in the provision of support, advice, and assistance to the young people in the project.</li> <li>4. To ensure effective communication and timely administration within the project</li> <li>5. To encourage a process of continuous development and learning in the professional exercise of pioneer ministry, and to help to grow Church Army's expertise and reputation as a national leader in this field.</li> </ol>

## RESPONSIBILITIES AND KEY TASKS:

1. **To lead the Amber project ensuring that it reaches agreed objectives.**
  - 1.1 To provide day-to-day line management to a small team, ensuring workers participate in twice weekly team meetings and attend monthly clinical supervision. To identify the individual worker's support needs, strengths and training requirements as part of a staff development programme.
  - 1.2 To ensure the project continues to develop in response the evolving needs of the young people accessing the service. To promote the work and represent the project to other professionals, in consultation with the Director of Mission Ops.

- 1.3 To provide support and oversight of four workshops for the young people in Amber each week.
  - 1.4 To work with the appropriate individuals in the fundraising team to identifying funding bodies and maintaining strong supporter relations.
  - 1.5 To monitor the expenditure and submit invoices for sessional workers.
  - 1.6 To arrange for appropriate training opportunities for the Amber team and clinical supervision.
- 2. At all times, work in a professional, responsive, flexible and non-judgemental way, demonstrating the ability to work constructively with people in the project.**
- 2.1 To provide support for the young people from the project in accordance with the organisation's policies and procedures.
  - 2.2 To work with the safeguarding team in regards to policies, timely communication and ensuring that the project effectively supports vulnerable young people.
  - 2.3 Working to promote individual choice and responsibility and to work in conjunction with other professionals.
  - 2.4 To enable the young people in the project to explore the options available to them for education, training and employment.
  - 2.5 To be willing to work flexible hours to ensure that the young people receive appropriate support levels.
  - 2.6 To refer/arrange initial meetings with young people and allocate them to counsellors/support workers and/or groups as appropriate.
- 3. To offer support and encouragement to the young people who access the project.**
- 3.1 When required to provide individual support to the young people within the Amber Project.
  - 3.2 To assist the Director of Mission Ops in contributing to the formulation and review of the project's policies and procedures, ensuring that all are implemented and adhered to.
- 4. To ensure effective communication and timely administration within the project.**
- 4.1 To ensure that accurate and up to date systems of communication are maintained.
  - 4.2 To work with the fundraising and marketing teams to attract and maintain funding for the project.
  - 4.3 To ensure the correct use of data records within the project is complied with.
- 5. To encourage a process of continuous development and learning in professional growth, and to help to grow Church Army's expertise and reputation as a national leader in this field.**

- 5.1. To work with others, including the Research and Training Teams to create a process of learning in each project, so that the learning locally is implemented.
- 5.2. To network with those in other organisations whose objectives are concurrent with those of Church Army.
- 5.3. To be the main point of contact for the project and represent Amber and Church Army in a professional manner.
- 5.4. To communicate in a timely fashion about any safeguarding issues that may arise within the project.

**General:**

- To oversee finance and admin for the Amber project.
- To authorise/submit invoices from sessional workers on a monthly basis.
- To undertake any such duties as are commensurate with the post at the direction of the Director of Mission Operations.
- To lead the Amber team, demonstrating and encouraging participation in team meetings and in the overall objectives and life of the team.
- To fully engage with digital communication to strengthen the profile of Church Army and the impact of the partnership.
- Together with others, support the ACT volunteers within the Amber project.
- To attend an annual appraisal and regular one to ones with your line manager.
- To undertake any training as required for the role as identified in an appraisal or supervision.
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook and on Church Army's intranet document library.
- Act in the best interest of Church Army at all times.



# ROLE REQUIREMENTS

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The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

## Essential:

### Knowledge & Understanding

- Good knowledge of Church Army's Amber Project and what it hopes to achieve through its strategy.
- A working knowledge of the importance of safeguarding when working with vulnerable young people.
- Knowledge of the issues surrounding young people and mental health.
- Knowledge of the issues surrounding gender identity.
- Has a faith in Jesus Christ, demonstrated in an active involvement in a church which is a member of Churches Together in Britain and Ireland.

## Experience:

- A person with experience of working with vulnerable people in a manner which helps them to reach their full potential.
- Experience of effectively managing people and projects with the ability to juggle priorities.
- Experience of good project management.

## Skills:

- Demonstrates a high degree of empathy and pastoral care.
- High level of administrative skills.
- Strong negotiating skills.
- Supportive, coaching and mentoring skills.
- Excellent written communication skills and confident writing reports.
- Excellent presentation skills and an ability to communicate clearly to professionals and partners.
- An ability to ensure that appropriate support structures are in place for staff.
- Confident in using Microsoft Office and some working experience of what information technology can achieve.
- Strong interpersonal skills able to demonstrate an ability to coordinate and network effectively.

## Attributes:

- A proven track record in working collaboratively.
- Someone who is a Christian has an understanding of how values shape work and relationships.

- A self-starter who is able to plan their own work in a disciplined manner, so as to be able to meet tight deadlines and with the ability to work under pressure.

**Other:**

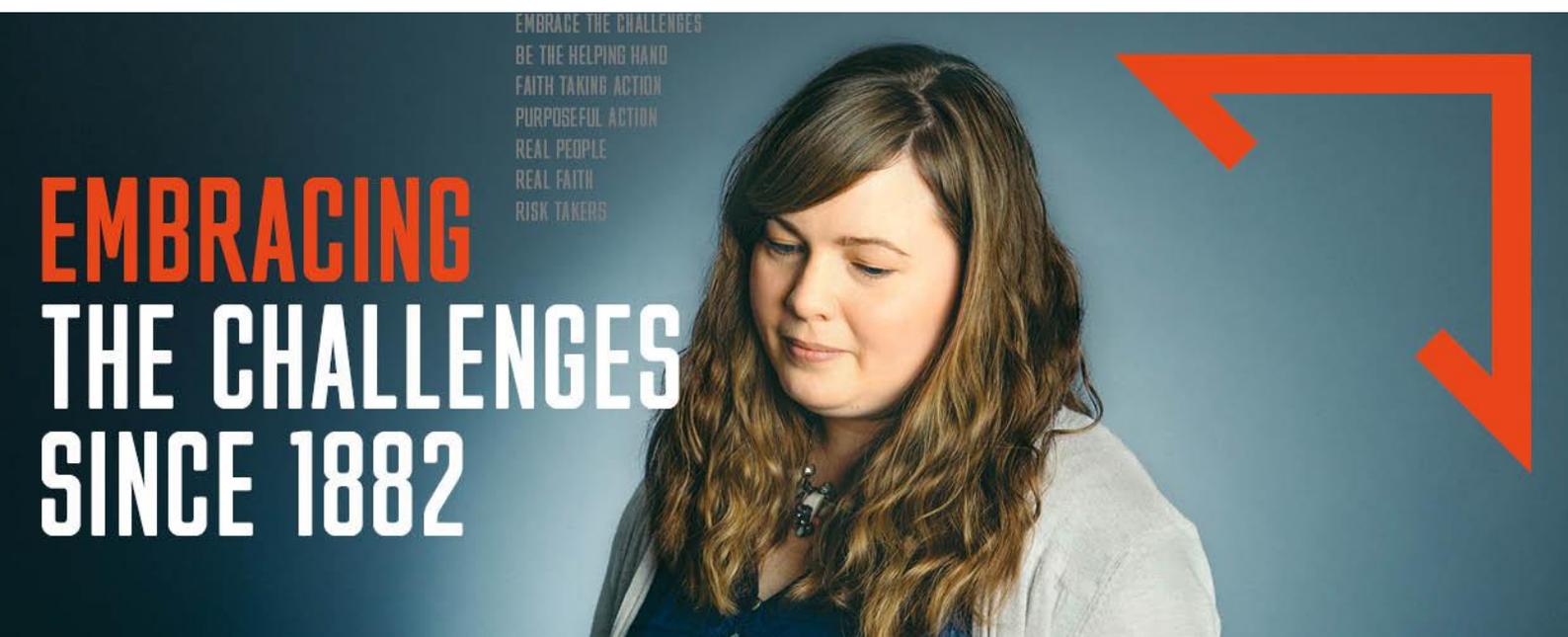
- A willingness to be away from home overnight and weekend working if and when the role requires.
- Willing to travel, including occasional travel to the Wilson Carlile Centre in Sheffield.
- Models the values of Church Army.

**Desirable:**

- Experience of developing business plans and managing budgets.
- Research skills relating to vulnerable young people.
- Knowledge and experience of the Anglican Church

We are looking for a candidate that models the Church Army values in their work and life. You must be in sympathy with the vision & values of Church Army and be willing to represent the organisation in public.

For this role, you must be willing to work some evenings and weekends and have a flexible approach to accommodate the needs of the Project.



# OUTLINE TERMS AND CONDITIONS

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<b>Location</b>	Cardiff
<b>Salary</b>	£33,163.00
<b>Hours</b>	Full time
<b>Pension</b>	Church Army is an auto enrolment pension employer. You will be assessed under pension auto enrolment criteria.
<b>Annual Leave</b>	25 days per annum with bank holidays pro rata
<b>Probation Period</b>	Six months
<b>Contract Type</b>	Open ended
<b>Notice Period</b>	Three months after completion of probation
<b>DBS Requirement</b>	As the role involves supervising those in regulated activity, a DBS will be required. The post holder will also be expected to complete leadership level safeguarding training and comply with the Safeguarding Policy “Safer Ministry”.
<b>Occupational Requirement</b>	Due to the nature of the post, there is a requirement that the post holder has a faith in Jesus Christ, demonstrated in an active involvement in a church which is a member of Churches Together in Britain and Ireland. Post holders must be in agreement with our vision and able to live out our values.

# WHAT MAKES US CHURCH ARMY

## Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

## Our Values

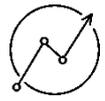
Everything we do is underpinned by our GRACEUP values:



**Generous** - We believe God is generous and we want to model that generosity to others.



**Risk-taking** - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



**Accountable** - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



**Collaborative** - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



**Expectant** - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



**Unconditional** - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



**Prayerful** - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.



## Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



# APPLICATION PROCESS

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If you would like you to find out any more about the role, please contact ...

To apply, please submit a **Church Army (Faith-based) Application Form** which is available to download from the job advert on our website.

## Deadline for Applications:

Friday, 7 April 2023

## Interview date:

Friday, 28 April 2023

## What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

## Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including one faith based

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: [www.churcharmy.org](http://www.churcharmy.org)