



JOB DESCRIPTION—UKRAINIAN PROJECT LEAD

TITLE

Ukrainian Project Lead

PLACE OF WORK

Church House, The Parish of St Peter's and St James (SPSJ), Hereford

HOURS

37.5 hours a week, including Monday evenings and Sunday mornings. Open to the possibility of a job share.

HOLIDAY

Full time entitlement is 6 weeks, this includes bank holidays.

SALARY

£24,000.00 per annum.

CONTRACT LENGTH

A Fixed term contract (subject to funding) from appointment until January 31st 2024.

AIM OF THE POST

Since the beginning of the Ukrainian Crisis, St Peter and St James Church was one of the initial and key providers of Ukraine support services within the centre of Hereford. We were unique in the city in focussing our initial energy on supporting the hosts of Ukrainian guests, with some 30+ hosts attending an initial meeting with a range of presenting support issues that we were able to address. This community of hosts we support has continued to grow with regular contact in excess of 70 and weekly gatherings of 25+ hosts, not all of whom are regular weekly attenders. Our work has featured in the BBC radio news, Free Radio and in the Hereford times.

Our Hosts Gatherings are also attended by a growing number of Ukrainian guests and we have dedicated a number of our volunteers to spend time with them, build community with them, and signpost them to any local services or support that they require. We also support newly arrived Ukrainian people and have established a series of webpages with helpful information, which is being developed ongoingly.

Our team is overseen by Reverend Andy Dodwell, our Associate Vicar, in partnership with our Head of Operations Tom Milton, and in addition is comprised now of eighteen volunteers, including three Ukrainian Refugees.

We work in partnership with a number of key local organisations, in particular, the Association for Ukrainians in Great Britain (AUGB), The Kindle Centre and The Living Room. Working with the staff and volunteers of these groups will be vital to the success of our work, as will networking with the Diocese of Birmingham, HVOSS, Hereford Support for Ukraine, and other coordinating groups will also be key.

The successful applicant, working under our Project Lead, Reverend Andy Dowell, and our Project Manager, Tom Milton, will take a lead on this exciting project. They will be a key communication point and effectively gather information and resources. They will manage a team of volunteers to run our Monday evening gatherings in order to provide high quality support to sponsors and their Ukrainian guests, offering relevant and suitable training by working with a range of partners and trainers in the county. They will reach out to new people who might want to join us, offering support and directing people to relevant support and services and will attend key coordinating meetings across the county. They will also help us organise six intercultural community events a year, and help write and deliver intercultural sessions within our own partnership and with other local groups and schools.

Having a Christian faith is not necessary for this role, but the successful applicant must be happy working within a faith environment.

MAIN DUTIES AND RESPONSIBILITIES

- To take an active lead in the direction of the project.
- To lead the team of volunteers who are committed to running this project.
- To lead and oversee our Monday evening Sponsors and Ukrainian Guests Gathering, including organising the rota, inviting speakers, ensuring refreshments are provided and welcoming people.
- To run six intercultural social events during the year, engaging our own church community, that of our partners, as well as the wider local community with them, with a particular focus on building relationships between British people and the Ukrainian refugee community that now lives within our city and surrounding areas.
- To work with our wider team to run sessions within our own organisation, with our partners and within local groups and schools, which promotes intercultural engagement and breaks down the barriers between people of different culture, on supporting the Ukrainian refugee community that now lives within our city and surrounding areas.
- To support our staff team in making all of our organisational activities intercultural, helping to provide inclusive spaces for people of all cultures in a variety of contexts, but with a particular support for the Ukrainian community.
- To create a map of what is happening in the city and who is offering what to Ukrainian Refugees, that can be shared with our partners through leaflets and on the internet.
- To be present in our office at regular times to respond to questions and meet Ukrainian Refugees and Sponsors.
- To document our past, present and future work, so that other smaller groups in market towns and villages in Herefordshire and further afield, might use the resources and sessions we run.
- To support sponsors and guests who are struggling with their relationships and to help them effectively work this through with the support of the Diocese of Hereford and Support for Ukraine Team.
- To communicate both internally and externally what we are doing, and to build good relationships with our key partners.

PERSONAL QUALITIES

- Comfortable working with both Ukrainian and English culture.
- Able to handle the organisation of a number of different events simultaneously and balance a varied workload.
- Able to establish strong working relationships with colleagues, partners, volunteers, hosts and refugees.
- Complete confidentiality and trustworthiness.
- Comfortable working in a Christian environment and within the ethos and vision of SPSJ and The Church of England.
- Willingness to work within the policies and procedures of SPSJ.
- Willingness to work within the authority structures of the Church of England.

SKILLS

- Excellent organisational skills.
- Excellent self-management and time management.
- Excellent IT skills.
- Ability to confront and manage conflict in an appropriate manner.
- Written and verbal communication, reporting and presentation.

EXPERIENCE AND KNOWLEDGE

- Proven experience of being able to build relationships with a variety of different people from different cultures.
- Proven experience of dealing with the background administration and organisation of events and activities.
- Proven experience of working with common IT programs.
- Knowledge of GDPR law and willingness to work within the Data Protection policy of SPSJ.

SUPPORT & STRUCTURES

The post holder will report to the Head of Operations of St Peter's and St James, who will be project managing the work, and will be expected to attend regular SPSJ team meetings as appropriate.

NOTES

There is no Occupational Requirement that the role holder be a Christian, however, the appointee must be comfortable working within a Christian environment and be sympathetic to the vision and ethos of SPSJ and the Diocese of Hereford within the wider context of the Church of England.

The PCC of SPSJ is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. All appointments to roles undertaking regulated activity are subject to pre-appointment checks, including references and a satisfactory Enhanced DBS Check.

We welcome applications from all suitably qualified persons. However, as UK Minority Ethnic (UKME) individuals are currently under-represented within our team, we would particularly welcome applications from UKME candidates.

Ukrainian Refugees are actively encouraged to apply for this role.

This is an outline job description and may be altered in consultation with the SPSJ Ukraine Project Lead as the post develops.

To arrange an informal discussion, please contact Tom Milton, Head of Operations for SPSJ via email – tom.milton@spsj.org.uk.

For full application pack and to apply please visit the St Peter and St James Website:

<https://www.spsj.org.uk>

Application closure date: 12noon on Thursday 8th December.

Interview date: Thursday 15th or Friday 16th December.