

Job Title	Bristol Churches Winter Night Shelter Deputy Project Coordinator	Hourly Rate	£10 per hour	Status	Self-employed, Temporary
Reports to	Bristol Churches Winter Night Shelter Project Coordinator supported by Crisis Centre Ministries CEO	Occupational Requirement	Active Christian Faith	Work pattern	Part-Time, Flexible
Job purpose	To deputize for the Project Coordinator of the Bristol Churches Winter Night Shelter which provides temporary shelter for involuntary rough sleepers.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<p>Planning Phase</p> <ul style="list-style-type: none"> Develop an understanding of the outreach work of St Mungo's and ensure that you have the necessary links to help this project run as an integral aspect of their work. Participate fully in the Project Group, led by the Project Coordinator, in ensuring that all planning tasks and activities are completed in a timely fashion and in keeping with the project purpose and values. Engage with churches who are participating in the project via their representatives who are part of the Project Delivery Group; develop the relationships necessary to ensure smooth running once the shelters are open. Attend and contribute to the Project Delivery Group planning meetings. Take responsibility for aspects of the planning activities as requested by the Project Coordinator. <p>Winter Shelter is Open</p> <ul style="list-style-type: none"> Ensure daily liaison with the St Mungo's Outreach Link to confirm 'guest list' for that night's shelter. Ensure practical resources are transported between shelter locations and properly set up. Oversee the start and finish of each night. Resolve issues, improve practices and ensure consistent application of protocols every night. <p>Review Phase</p> <ul style="list-style-type: none"> Contribute to the data collection and evaluation activity as guided by the Project Coordinator. Assist in overseeing the preparation of the project Impact Report. Assist in the planning and running of the project celebration. 		<p>Person Statement</p> <p>A motivated and organized person with a track record of serving others through using their organisation and co-ordination skills. Has a sense of call to spend their skills and experience to serve rough sleepers.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> Demonstrable organisation and co-ordination skills in a project context. Attention to detail and motivation to complete tasks to a high standard. Competent IT skills. Positive, optimistic and resourceful when dealing with obstacles and last minute changes. Availability to work unsocial hours during delivery of the shelter programme. Awareness of homelessness and the expressed needs of rough sleepers. <p>Desirable</p> <ul style="list-style-type: none"> Experience of working within the homelessness sector delivering front line services. Experience / knowledge of Bristol's homelessness sector. Experience of working with, or within Bristol's churches. 		<p>Team</p> <p>Working in cooperation with a range of agencies and partners, the job holder will need to maintain the strong relationships with church partners.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> To be line managed by the Project Coordinator who will be supported by the CEO of Crisis Centre Ministries. To maintain a close working relationship with the St Mungo's contact person and their Outreach Team. To maintain good and supportive working relationships within the Project Group and Project Delivery Group. To work alongside the volunteer teams, supporting them in their roles. 	