



Lighthouse project

Project Coordinator



Overview:

Are you the enthusiastic person we are looking for to take on a once-in-a-lifetime opportunity to help us work with the community of Byker and meet some of the issues they face each day?

We need you to help us to identify what those issues are and how we can best use an iconic building in the very centre of Byker to help address them!

In the first instance, you will be given a year, working three days a week, to complete this work of consultation and discovery, and during this time you will be working with the Lighthouse Project Steering Group to map out the future.

Background:

The Mission Initiative Newcastle East (MINE)

MINE is a registered charity that represents 5 Anglican churches on the east side of the city of Newcastle upon Tyne. Established in 2015 (with an exciting history prior to this), we have 5 trustees and 4 full time members of staff, paid through the Diocese of Newcastle.

In the past, one of our church buildings, St Silas, has become the headquarters of the Tyne Housing Association – providers of supported housing (the project included 18 supported living units where the church hall used to be), and another, St Martin's, has been transformed into a new build children and family centre. This **Lighthouse Project** has as its focus a third church, St Michael's, with a building high above the Quayside.

Where we are now and where we hope to go.

Seven years ago an ambitious Children's and Youth programme was started at St Michael's in response to local need, running clubs, drop-ins and schools work and offering a trainee scheme which gives local young

people the opportunity to spend a year being trained and equipped as youth workers serving their own community. We currently work with around 200 children and young people aged between 6-18 and have 30 volunteers and work in 7 local schools. Very early on, though, it became a MINE project spreading beyond its parish borders, engaging in more work than one parish alone could manage. Yet, the area of greatest need for youth and children is arguably still around St Michael's and it would be ideal to keep the base for MINE Youth within the Byker estate and utilizing St Michael's Church.

However, our interest is much more than the building itself or this one project which is already well established. We hope to discover what our community now needs most to make it thrive, and to work with others to make Byker a better place for the future. We would hope that the building of St Michael's might be of use in this, but we are also open to other possibilities.

Byker and the Church building of St Michael's.

The Byker Estate ranks highly in nearly all markers of social deprivation. The Church Urban Fund, using the IMD 2015 scale, ranks the area as the 75th most deprived parish of 12,599 in the UK. For child poverty, it ranks as the 24th most deprived of 12,595. Educational aspiration and attainment are low, as are health and employment. However it's also a vibrant, multi-cultural area, with a proud history, that has more recently attracted artists and business entrepreneurs.

The St Michael's building, located on the top of Byker Hill, behind the Byker Wall, has unrivalled views over the city and up the Tyne Valley and, despite its lack of facilities, is already being used as a hub for children, young people and families in the area, where they are welcomed and supported.

Over the past three years we have increasingly looked for opportunities to use the Church building in all sorts of ways - being resourceful and creative with what we have, to make the space as welcoming and as attractive as possible. We've also used the building more regularly as a worship space with an increasing number of Baptisms and occasional weddings. For example, in November 2016, the congregation of St Michael's, after 15 years away, made the move back into the building for its regular Sunday worship, using a temporary marquee in the main space of the building to create an intimate and welcoming worship area which could easily be heated in the winter. This was a valuable first step in discerning the future

development, direction and need of the building in the Byker Community. In May 2019, the work of the Church was featured in the Church Times.

The Challenge

We believe, though, that the Church, as well as being a place of worship, can become a vital space which can meet the needs of the whole Community. In these uncertain times, as areas like Byker begin to disproportionately experience the social and economic effects of the Covid-19 pandemic, the task of working with the community and planning for the future has never been more important. We are looking for someone, therefore, who is keen to make a real difference, is willing to take on an exciting challenge and who would work with us on this ambitious vision for Byker.

We are calling this project **The Lighthouse Project** – might you be the one to join us in MINE and help us to realise our hopes and our dreams?

The key purpose of the project's present phase and thence the role is to;

- Define the scope and objectives by which St Michael's and its estate can serve the community
- Devise a social enterprise strategy, building & facilities project plan, business plan and funding strategy through which the project may be delivered
- Determine the feasibility of the project to include the financial viability, resourcing, fundraising, governance and volunteering commitment to realise the project's vision and objectives
- Prepare the means by which the project might be realised including relationship building with key stakeholders and sponsors, make grant applications, facilities & volunteering management and implementation planning

Key responsibilities

Project Coordination & Management	<ul style="list-style-type: none">Coordinate and deliver a consultation exercise with the community and key stakeholders through workshops, surveys and focussed conversations to understand the needs of the community which the project and ministry may be able to serve, culminating in the scoping and definition of essential, relevant and potentially deliverable objectivesDevise a social enterprise strategy, identifying appropriate funding and revenue-generating streams which will support the viability and sustainability of the investment in facilities and amenities provided and required to deliver the agreed services and objectives on an ongoing basisWork with stakeholders and consultants (architects, quantity surveyors, etc) to determine a feasible and affordable building & facilities project plan, in support of the project's agreed objectivesDetermine the feasibility of the project to include the financial viability, resourcing, fundraising, governance and volunteering commitment to realise the project's vision and objectivesAct as convenor and secretary to the Steering Group, agreeing the Agenda, preparing minutes, project reports including the tracking of the delivery outputs and outcomesProduce and present a final feasibility report, identifying the attainable objectives, defining strategic options and appropriate implementation plans and recommendations by which the steering group can decide on the way forward.Coordinate the project(s) evaluation.
Finance & Business Planning	<ul style="list-style-type: none">Prepare budgets and financial plans which determine the capital requirements and ongoing revenue and expenditure requirements to support a sustainable social enterprise model for the facilities and amenitiesMonitor and manage the project finances including budgeting, forecasting and tracking.
Funding Strategy	<ul style="list-style-type: none">Develop a funding strategy to support the delivery of the project, including funding management and resourcing of delivery, likely to be phased, capital and enterprise pump-prime fundraisingDevelop relationships with key sponsors, grantmakers and funders, write and submit grant applications and manage effective stewardship of project supporters

Communications & Engagement	<ul style="list-style-type: none"> • Build relationships with key stakeholders including potential partners, sponsors, local government, service providers and community organisations to ensure the developing project is relevant to and is able to serve community needs and meet sponsor's priorities • Ensure effective organisation and communication structures; produce and manage a communication plan for the project • Co-ordinate and prepare project publicity working with input and agreement of Steering Group.
Resourcing & Governance	<ul style="list-style-type: none"> • Work with the Steering Group to determine and deploy appropriate governance structures, which respect both the remit of the PCC and serve mutually shared and agreed aims of potential partners • Consider and develop appropriate resourcing strategies including facilities management, volunteering, enterprise management and such other resources as the strategy requires.

Person Specification: key criteria

Qualifications & Training	<ul style="list-style-type: none">• Likely to be educated to degree level or equivalent• Substantial experience of managing similar projects• Relevant training (or evidenced experience) in budgeting, funding
Experience	<ul style="list-style-type: none">• Ability to manage significant projects (financial and people) working with multiple stakeholders to deliver key outcomes on time and within budget;• Proven experience of managing people, both paid and volunteers;• Evidence of financial acumen: previous experience of developing and managing significant budgets;
Knowledge & Skills	<ul style="list-style-type: none">• Excellent project management skills; able to produce plans and deliver results without losing sight of strategic context• Knowledge of project evaluation processes• An able communicator able to tailor delivery to different audiences• Ability to form effective working relationships with a diverse range of people• Ability to work collaboratively, motivate people and handle potential conflict• Ability to lead, encourage and motivate others;• Able to demonstrate self-awareness and emotional intelligence;• Able to exercise sound judgement and decision making;• Excellent IT skills, including Word and Excel;• Understanding of the structures of the Church of England and empathy with the aims and objectives of MINE.
Personal	<ul style="list-style-type: none">• Ability to work independently in handling a diverse workload and in keeping to deadlines• Personal credibility and gravitas;• An excellent team player;• Motivated self-starter with a flexible attitude• Able to demonstrate enthusiasm, resilience and tenacity and to embrace change;• Strong interpersonal skills.

General	<ul style="list-style-type: none">Ability to work flexible hours, including evening and occasional weekend commitments as required.
Desirable	<ul style="list-style-type: none">Hold or be working towards a recognised Project Management qualification, e.g. Prince 2

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

MINE takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

Salary	Grade 4 Salary: £19,562 per annum (£32,753 FTE). Probationary period.
Hours of Duty	The post is offered on a part-time basis working 22.5 hours per week, days to be agreed. The post may require availability and attendance at evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.
Annual Leave	Full-time staff receive 25 days paid leave per year exclusive of 8 public holidays and 4 additional holidays approved by the Board.
Contract	The post is offered on a 'fixed term contract' for 12 months. The employer is Mission Initiative Newcastle East.

Application and Selection Process

Closing date for receipt of applications: 5pm on Friday 17th July

Shortlisting will take place the week commencing 20th July.

The selection process, which will include an interview is scheduled for the week commencing Monday 27th July.

You may e-mail your completed application form to phil_medley@btinternet.com or return your completed application to Phil Medley, 105 Middle Street, Walker, Newcastle Upon Tyne NE6 4DB.