



JOB TITLE: Lighthouse Project Manager

LOCATION: East London, based in Hackney

TYPE: Full time

REPORTING TO: Head of Lighthouse

HOURS: 35 hours per week (Monday - Friday)

SALARY: £30,000 per annum, depending on experience

JOB SUMMARY

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with the vision of bringing hope to the people of East London in Jesus' name. SAINT is a member of the Church of England. We are on a mission to see thousands of people of all ages connect with Jesus in the years ahead and build a meaningful and hope-filled expression of the local church that will serve the community in a healthy way.

Lighthouse is the avenue through which SAINT serves the most marginalised and vulnerable members in our local community, creating spaces of belonging. While working closely with the Head of Lighthouse and the Location Coordinators, the Lighthouse Project Manager will be responsible for the operational management of the delivery of the Lighthouse Project in Hackney and provide support for the other locations.

You will also support and manage the coordination of the central offering of Lighthouse; delivering the project in Hackney and creating systems that will enable the delivery on multiple sites. You will curate and arrange the distribution of Hygiene Poverty Response, clothing distribution, food pantry provision, money advice courses, signposting database service and ensuring effective data impact mapping for Lighthouse. You will also be required to provide support to the other Lighthouse initiatives, our other sites and wider outreach at SAINT.

With the direction of the Head of Lighthouse, you will also be responsible for writing fundraising applications, building corporate partnerships and other key networks to help with the charitable objectives of Lighthouse and the outreach of SAINT.

This is an exciting opportunity to help us further develop the role and impact of Lighthouse in the local community. The role includes a strong emphasis on self-starting mentality, project management and partnership development.

You will be managed by the Head of Lighthouse and will be working with the Lighthouse Location Coordinators and other members of SAINT Staff. We offer a range of training opportunities that will help you develop in your role.

The role is full-time and flexible working arrangements and job share will be considered.

KEY RESPONSIBILITIES:

- The organising of logistics, running activities including the Hackney Lighthouse Lunch; coordination of volunteers, liaising with other organisations, agencies and Hackney Council to provide partnership in delivering support and engagement activities.
- Recruiting, training and empowering volunteers in line with Lighthouse policy and procedures. Providing volunteer support across sites.
- Developing central systems to enable the smooth running of the projects across multi-site.
- Data impact and measurement in accordance with goals and objectives of Lighthouse
- Fundraising and partnership development; including corporate volunteering.



- Identifying areas that might be improved and other areas of need that might fit within the goals of Lighthouse.

ESSENTIAL SKILLS/ KNOWLEDGE

- Experience of working with vulnerable adults and hard to engage people
- Experience of leading and working with volunteers/groups in a community setting.
- Good organisational skills (personal and for others)
- Good understanding and experience of data / impact reporting
- Experience of working with a range of stakeholders and partnerships.
- Experience of supervising, training and supporting staff and/or volunteers.
- Skills/experience in inter-agency working.
- Communicate well in a range of settings, with different people.

DESIRABLE SKILLS

- Experience of working effectively with a range of agencies and professionals supporting homeless and needy people.
- Knowledge of social and policy issues affecting homeless and vulnerable people.
- To be able to use a range of intervention and engagement styles as appropriate.
- Work effectively in a team
- Manage priorities and conflicting demands
- Ability to creatively problem solve and a "can do" attitude
- Good IT skills
- High attention to detail
- Is able to drive in the UK

SAFEGUARDING

As part of our commitment to Safeguarding, this role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. An Enhanced DBS check is required.

HOW TO APPLY

If you are qualified with the experience and skills to make a meaningful contribution to our organisation, please submit your resume and a cover letter detailing your qualifications and relevant experience to hello@saint.church. Please include "Lighthouse Project Manager Application" in the subject line of your email.

SAINT is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.