

**Job Specification: Ashford Together Projects Manager****Location:** The Beacon Centre, 28 Bank Street, Ashford**Line Manager:** Chair of trustees**Salary:** £15/hour (£29,250 per annum pro rata)**Hours of Work:** minimum of 20 Hours per week (hours to be agreed)**Duration of contract:** 9 months (minimum)**Final application date:** 29<sup>th</sup> November 2021**Interview date:** early December 2021**Target Start Date:** January 2022**About us**

Ashford Together (AT) was set up in 2018 as a Charitable Incorporated Organisation (CIO) by Churches Together in Ashford (CTA) to facilitate or run projects in partnership with the statutory sector, faith community (the Church), voluntary sector and local communities. The objective to enable every individual in Ashford and district to flourish and thrive.

As we seek to see our community transformed, connected, and revitalised we need to work in partnership to offer a broader range of services to a larger number of people to meet a variety of pressing needs. As part of this we aim to be a single point of contact for the following:

- Greater access to harder to reach people
- Supply of more spaces (venues) and volunteers
- More meaningful relationships with the community
- More bespoke projects and programmes that benefit community members

We aim to achieve this through our network (faith and voluntary community), locally owned spaces (Churches) which can either host (with statutory and voluntary sector partners) or run more bespoke community projects as identified through research and partnerships.

**Current Activity Overview (Autumn 2021)**

Between 2015-2020 the main community action work of CTA and AT was the Ashford Churches Winter Night Shelter (ACWNS) supporting homeless rough sleepers. Throughout its time of operation ACWNS welcomed 238 guests and worked with an additional 93 referrals with a team of over 300 volunteers. However, since the pandemic in 2020/21 we have developed our vision and started new programmes which currently include delivering life and work skills through the MakerLife Ashford programme which works with the homeless, vulnerable, and excluded, and a new programme - Family, Food & Fun, which works with families experiencing exclusion and food poverty.

## MakerLife Ashford

Ashford Borough Council (ABC) and their associated agencies have been successful in housing a large proportion of the rough sleepers over the course of the pandemic as well as making provision for any newly homeless individuals. Most of this group have been initially housed in temporary accommodation with the view of moving them into permanent residence as part of their social reintegration pathway.

MakerLife is a 13-week programme that is planned to feature as part of the wrap-around care that is provided to the rough sleepers in partnership with ABC. Our intervention aims to provide the stability individuals require to maintain housing, which we have identified is fundamentally dependent on people having supportive relationships, life, and work skills. The intention is that MakerLife will establish the basis of a set of programmes that will address these issues to help the homeless, vulnerable, and excluded maintain stable livelihoods and to thrive.

In 2021 the MakerLife pilot ran from a single location, but the intention is that, in the future, it will run from multiple locations across Ashford.

The main objective of MakerLife is to enable the homeless, vulnerable, and excluded to:

- Build interpersonal relationships - developing meaningful relationships through meaningful activities.
- Grow existing skills/ develop new skills by attending the various training sessions that will be provided.
- Access subsequent employment/ further education following the completion of the project.

## Family, Food & Fun (FF&F)

MakerLife was not reaching homeless, vulnerable, and excluded families, so FF&F was set up to run in the school holidays from several locations (partner churches) to reach as many families possible. Currently this runs one day a week at each location throughout the holidays. A hot meal for all and activities for the children are provided. Building supportive relationships and signposting additional support are the main goals alongside providing healthy nutrition at a time when many, especially those on free school meals, often go hungry. The plan is to expand to more locations and possibly operate throughout the year – e.g. breakfast or after school food, where schools cannot manage this support.

## Job Summary

We are therefore seeking a Projects Manager to oversee the day-to-day management of AT projects ('MakerLife Ashford' and 'Family, Food & Fun') and ensure that our programme members are receiving and, volunteers and staff are providing, an excellent service.

As someone with a proven track record in delivery of community services and working positively with volunteers and other professional agencies, the position of Projects Manager is your opportunity to bring thriving life to Ashford in new and creative ways that meet practical need, as well as enabling opportunities for people to encounter God. The Projects Manager will influence the delivery of all AT projects and will be expected to consider the future of how AT will continue to meet the needs of people in Ashford.

Hours will be primarily office based with very occasional weekend and evening working as required, as well as attendance at other professional agencies and within AT projects.

For details of the duties and responsibilities of this role, please see the Projects Manager Job Description.

For this role, we hire for character, competence and chemistry and culture:

- **Character** – You must love Jesus, love the Church and be committed to the vision, values and mission of AT (see Occupational Requirement p4).
- **Competence** – You must be an outstanding person with a high level of gifts and ability.
- **Chemistry** – You must be a relational fit with our team, particularly those you will be working closely with.
- **Culture** – You must be someone who will engage with, embrace, and impart the culture of AT.

## Required

- Vision for serving the church of Ashford to share the love of God and the gospel of His kingdom with the least reached in Ashford to see their lives positively transformed
- Experience of effective project management with a track record of seeing projects through to completion
- Experience of developing and delivering partnerships
- Experienced in working with different stakeholders and ability to network at a strategic level
- Excellent communication, influencing and interpersonal skills
- Strong research and analytical skills
- Excellent written and presentation skills
- Ability to self-motivate
- Attention to detail
- Technology proficient and data handling skills
- Good understanding of the UK Church

- Experience in managing and developing people (volunteers and staff)
- A practicing Christian and inspired by AT's 'Inclusion and Partnership Statement' (attached).

**Desired**

- Experience of working with vulnerable clients would be advantageous.
- Experience of working in a goal setting, outcomes focussed environments and the ability to provide evidence of work undertaken would aid in the execution of this role.
- Previous evidence of designing and implementing new procedures/processes, or the conception and delivery of new projects is beneficial.

**Expected Standards**

- Employees also have a duty to take due care of their own Health and Safety and that of others in their working environment.
- Ensure compliance with General Data Protection Regulation principles and practice

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of the organisation's changing needs.

**OCCUPATIONAL REQUIREMENT**

Ashford Together is a Christian charity committed to practically expressing the kingdom of God to the people of Ashford.

The Projects Manager is therefore expected to conduct the business of the Ashford Together in line with a Christian ethos. The role will require representation of Ashford Together at conferences, church leader gatherings and other events, as well as maintain strategic relationships with church, parachurch, statutory and voluntary sector leaders, and managers. They must have a willingness to share their journey to faith and the life-transforming message of the gospel of the Kingdom in appropriate ways, and lead and join in prayer meetings. It is therefore essential that the person appointed for this role has a full understanding of the Christian ethos which provides the basis for the strategy and objectives of Ashford Together.

## Ashford Together – partnership and inclusion statement.

**Ashford Together exists to tackle the underlying causes of poverty, unemployment, and poor health. We aim to achieve this by facilitating positive, supportive, and enduring relationships through co-operative partnership work between all, resulting in strong inclusive communities that work together to fight inequality and create opportunity for all.**

Consequently, we are committed to:

- Acting based on the best research, and interpreting this to find better ways of living, for our community.
- Working with compassion, to care for our community in a holistic way; considering the emotional, psychological, spiritual, and social aspects of all that we do.
- Seeking to turn our vision and ideas into practical reality, to build stronger, healthier, and inclusive communities.

Our vision is for a future community of Co-working, Co-Living, Co-learning, and Co-producing.

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Ashford Together was set up in 2018 by Churches Together in Ashford to help build communities where everyone can thrive. With our partners, we work to end disadvantage and create opportunity for all, providing appropriate support in such things as life skills training, homelessness and housing support, and family support.

We are passionate about building strong inclusive communities that work for everyone where everyone is included, contributing, and reaching their God-given potential.

Our goal is to work in all communities in Ashford that are affected by inequality – which impacts all areas of life. To achieve this, we seek to work in partnership with all who share our vision to ensure a joined-up approach across each community to create change – economically, socially, physically, spiritually; with people of all ages and in all situations, regardless of gender, sexuality, race, ability or faith.

We believe that things can change. Where systems leave communities disadvantaged, we will be bold about pioneering alternatives and trying new things. We will not be satisfied with the status quo where it keeps people trapped in poverty, or constantly at risk of exclusion.

**Our Ethos**

Ashford Together is driven by the passionate belief that each human being is uniquely valuable and of equal importance. We all have something to bring, and we all need each other. Everyone matters. Everyone belongs. And because we're committed to inclusion, we're committed to ending inequality, injustice, and exclusion wherever and however we can. We hope our values and our ethos are felt whenever someone encounters Ashford Together, permeating everything we do.

**Our Values**

We have five core values that inform everything we do.

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep us going for the long haul

**Our 9 habits of being**

- Compassionate
- Patient
- Humble
- Joyful
- Honest
- Hopeful
- Considerate
- Forgiving
- Self-controlled

**Christ-Centred**

Our vision, values, and ethos are Christ-centred, informed by the life and person of Jesus. We will not impose the beliefs that underpin our ethos on anyone. We recognise and celebrate the richness that spiritual and cultural diversity brings to our community, respecting the beliefs and practices of other faiths in the hope that we will provide a welcoming environment for all.