

## ALL HALLOWS BOW – Fern Street Family Centre

### JOB DESCRIPTION

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| <b>Job Title:</b>            | <b>Family Centre Manager</b>  |
| <b>Salary:</b>               | £30,000 - £33,500 (dependent on experience)   |
| <b>Hours of work:</b>        | 40 FTE (occasional evenings, weekends and public holidays required)   |
| <b>Responsible to:</b>       | Rector of All Hallows Bow Church  |
| <b>Line Management:</b>      | This post is responsible for line management of <ul style="list-style-type: none"> <li>- Children and Families Lead</li> <li>- Early Years and Outreach Worker</li> <li>- ESOL Tutor</li> </ul>   |
| <b>Budget Responsibility</b> | This post is the budget holder for the Fern Street Family Centre  |
| <b>Location:</b>             | Fern Street Family Centre, Fern Street, London E3 3PS   |
| <b>Length of Contract:</b>   | 12 months<br>Includes a 3 month probation period  |
| <b>Benefits:</b>             | 25 days annual leave pro rata plus public holidays<br>3 additional spiritual retreat days offered per year<br>Auto-enrolment for Church Workers Pension Scheme with 5% Employer pension contribution and 3% personal contribution<br>Discounted purchases in the Ahaba cafe<br>Flexible working considered including potential part-time opportunity of 4 days/week |

There is a genuine occupational requirement that the postholder is a practising Christian, with a vibrant and active Christian faith.

All Hallows Bow is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role will be offered on the condition that the applicant undergoes a satisfactory enhanced DBS check and provides satisfactory references.

### All Hallows Bow at Fern Street Family Centre

All Hallows Bow is a vibrant, diverse and growing Anglican church and registered charity (no. 1153020), located in the heart of London's East End. Fern Street Family Centre has been a key ministry of the church since 2014 and exists to make Jesus' promise of "life to the full" (John 10:10) a reality for the many low-income families

living in our surrounding estates in Bow. We welcome and work inclusively with children and families from all faith backgrounds and none.

### **Our Aims:**

- 1. To strengthen family relationships** and nurture loving, safe and emotionally healthy home environments, especially for children and young people. We do this through individual family support work, parenting and relationships courses and workshops, and family focused play and learning activities.
- 2. To support children to achieve at their full potential** through offering early learning opportunities, quality out-of-school activities and by equipping parents to support their children's learning and development.
- 3. To develop families' resilience** by developing parents' basic skills, building families' support networks and working with partners to connect families to specialist support and advice.
- 4. To empower families to transform their community** by actively involving parents, children and young people in shaping our projects, training and mentoring community volunteers and supporting families and young people to take part in social action and community organising.
- 5. To promote the holistic emotional, physical and spiritual well-being of children and families.**

### **ROLE DESCRIPTION**

Are you passionate about transforming the lives and life chances of children and families in the name of Jesus? Are you a capable leader and manager, able to excite people and organise resources to help make our centre's vision of life to the full for families in Bow a reality?

As Centre Manager (maternity cover) you will play a vital role in the leadership of our church and charity's community ministry to disadvantaged children aged 0-11 and their families in Bow, East London. Based out of our dedicated family centre, you will be responsible for leading a committed team of staff and volunteers to deliver a holistic programme of support and activities that meets local needs, is in line with our strategic aims, reflects our Christian values and supports the wider mission and ministry of All Hallows Bow church.

You will co-ordinate the day-to-day delivery of the centre's activities and services, ensuring that delivery is responsive to the views and needs of local parents, carers and children while meeting the contractual requirements of our funders, and ensuring that staff and volunteers are working effectively to support positive outcomes for children and families.

Working with the Fern Street Steering Group, you will also help maintain the centre's long-term sustainability, this will include maintaining and developing existing partnerships, overseeing fundraising efforts and ensuring that adequate resources (people, finances, in-kind) are available to support current and future areas of activity. This will also involve maintaining and developing strong engagement of the congregation and wider staff team of All Hallows Bow church in the ministry of the centre.

You will also take responsibility for overseeing Fern Street Family Centre's spiritual life and mission - by nurturing a healthy team culture of prayer and mutual support and ensuring that our Christian values and mission are embedded throughout our work.

This is a diverse role that will shape around the passions and skills of the right candidate and offers plenty of opportunities for hands-on involvement with children and families alongside the role's core leadership and management responsibilities.

We are committed to making this a smooth handover and transition and the successful candidate will have a full handover with the current centre manager.

## **Responsibilities**

### **Maintain and Lead Project Strategy**

- Lead on the implementation of the Fern Street Family Centre wider strategy, ensuring we remain aligned to our Christian mission and values.
- Identify and analyse local needs and priorities to ensure our activities are relevant in bringing about 'life to the full' for families in Bow
- Ensure a sustainable future for the centre's work, identifying and monitoring risks and developing plans of action to mitigate their impact.
- Deliver the Centre's fundraising strategy, liaising with fundraising partners and volunteers, identifying funding gaps and possible sources of funding, developing funding applications to grants and foundations, and ensuring we communicate regularly with donors and supporters
- Work with the Fern Street Steering Group, providing regular updates and drawing on the experience and skills of the group to inform strategic planning
- Ensure that the voices of children, parents and families shape all aspects of the centre's work.

### **Programme Delivery**

- Oversee the delivery of our programme of activities and events with families and children ensuring that they meet our project aims and are relevant to identified local needs.
- Monitor project progress and work with key staff members to develop action plans that ensure projects are on track and achieving desired outcomes.

- Ensure that project outcomes and outputs are effectively measured and reported to funders
- Ensure the Centre has the necessary equipment and resources to support activities.
- Develop and keep up-to-date appropriate policies and procedures to ensure that our work with families and children is safe, effective and complies with the law.

### **Partnership Working**

- Main point of contact for statutory, voluntary-sector and corporate partners, maintain and where possible build relationships that support better outcomes for children and families.
- Represent and actively participate in relevant networking forums to maintain up-to-date knowledge of local issues and policy affecting children and families, keep abreast of relevant funding opportunities and for wider shared learning and relationship building.
- Ensure staff regularly update and use our database of local referral partners and community resources for children and families.

### **Church Community Liaison**

- Build a strong and committed network of supporters within All Hallows Bow church for prayer, volunteering and financial support.

### **Leadership and Management of Staff and Volunteers**

- Lead weekly team meetings and team prayer times.
- Line manage relevant employed members of the Fern Street Family Centre team
- Ensure good communication and coordination between staff, key volunteers and other All Hallows Bow teams.
- Recruit and supervise induction of new staff and volunteers, as needed.
- Ensure staff and volunteers follow the policies and procedures of All Hallows Bow, including safeguarding policy, data protection and confidentiality policy and equal opportunities policy.

### **Reporting and Financial Management**

- Manage project budget.
- Produce regular project reports according to funder and other stakeholder requirements.

- Attend quarterly meetings of the Fern Street Steering Group and provide updates on the centre's work.

### **Safeguarding**

- Act as Safeguarding lead for Fern Street Family Centre. Work with AHB's safeguarding officer and staff and volunteers where there are serious concerns about children and families, including liaising with children's services and other professionals.
- Oversee DBS checks of staff and volunteers and ensure safe recruitment practices are followed

### **Direct work with children and families**

- The role offers a variety of opportunities for direct work in areas of the candidate's skills and interests, which may include: facilitating parenting programmes and parent support groups; family support case work with vulnerable families; out-of school and early years groups and activities for children.
- Planning and participation with wider team in the delivery of a programme of engaging and exciting school holiday activities for disadvantaged children and families.
- This role will involve establishing a regular presence at the Centre and in the community and building warm relationships with children, families and volunteers who regularly access the Centre.

### **Other**

- Take the lead in championing the Christian ethos and values of All Hallows Bow and our ministry at Fern Street Family Centre, personally representing and modelling these at all times.
- Ideally attend All Hallows Bow Sunday morning service, however there is flexibility to discuss this given that the post is fixed term
- Undertake additional training as necessary and agreed with the Rector of All Hallows Bow.
- Any other reasonable tasks as required.

## PERSON SPECIFICATION

The skills and experience outlined below describe the ideal candidate and we understand that this can feel really limiting if you don't have everything listed.

If you fit the majority of the criteria but don't meet everything described, please do call us to discuss your application. There is some scope and flexibility in aligning this role with skills, passion and experience of the candidate and we would love to hear from you.

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| <b>Qualifications</b>   |                  |
| Significant experience, degree or professional qualification in either social work, community development, mental health, education, youth work, child development or similar field | <b>Essential</b> |
| <b>Proven Ability</b>   |                  |
| Experience of delivering quality programmes of learning, play and/or support for children and families  | <b>Essential</b> |
| Experience of line managing and developing staff and/or volunteers  | <b>Essential</b> |
| Engaging children, parents and the wider community in project planning and delivery, and using their feedback to develop and improve services.                                      | <b>Essential</b> |
| Experience in planning and managing projects and people to achieve key project outcomes on time and to budget   | <b>Essential</b> |
| Experience preparing and managing budgets   | <b>Essential</b> |
| Writing successful fundraising applications and reporting to grant funders  | <b>Desirable</b> |
| <b>Knowledge</b>  |                  |
| Awareness of child development and/or trauma-informed approaches  | <b>Desirable</b> |
| Awareness and understanding of the challenges facing parents, children and families in deprived urban areas   | <b>Desirable</b> |
| Understanding of safeguarding principles in relation to children and vulnerable adults  | <b>Essential</b> |

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| Knowledge of a range of statutory and voluntary organisations able to support disadvantaged and vulnerable children and families. | <b>Desirable</b> |
| Good knowledge and understanding of assessment methods and tools used to monitor outcomes for children and families               | <b>Desirable</b> |

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| <b>Skills / Abilities</b>  |                  |
| Ability to communicate clearly and build positive relationships with a wide range of stakeholders, including children, parents, volunteers, staff, community partners, and funders | <b>Essential</b> |
| Excellent organisational skills, including ability to develop strategic plans  | <b>Essential</b> |
| Strong written and verbal communication skills   | <b>Essential</b> |
| Competency in IT skills and proficient in MS Word and Excel  | <b>Essential</b> |

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| <b>Qualities</b>  |                  |
| Passion and commitment to seeing children and families from disadvantaged backgrounds achieve their potential | <b>Essential</b> |
| Creative and empowering approach to working with those from disadvantaged backgrounds                         | <b>Essential</b> |
| Effective leadership skills   | <b>Essential</b> |
| Self-starter, able to act on own initiative   | <b>Essential</b> |
| Compassionate and approachable  | <b>Essential</b> |
| Flexible and adaptable  | <b>Essential</b> |
| Able to personally represent All Halls Bow's Christian ethos and values                                       | <b>Essential</b> |

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| Willing and able to become an active member of All Hallows Bow church, participating in Sunday worship | <b>Desirable</b> |
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## INSTRUCTIONS FOR APPLICANTS

Please email your completed application to [fernstreet@allhallowsbow.org.uk](mailto:fernstreet@allhallowsbow.org.uk), attaching your CV and completed application form.

To arrange an informal discussion about the role please contact Rev. Cris Rogers, at [cris@allhallowsbow.org.uk](mailto:cris@allhallowsbow.org.uk) providing your name and phone number.

**Application deadline:** April 8<sup>th</sup> at 9am