

# Centre Manager - Cheltenham

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## About Spear Cheltenham

In Cheltenham Spear is partnered with Trinity Cheltenham!

Their vision is to make committed followers of Jesus who can change communities and nations for Him, and their values seek to express living in response to God, modelling authentic community, and embracing God's adventure. Spear Cheltenham has been running successfully for over 3 years, and their heart and vision is to see an increase in the number of trainees per cohort and expand their geographic reach.

## Role Responsibilities

### Oversight of the Spear Programme

- Oversee the effective delivery of all parts of the Spear Programme ensuring Spear trainees progress through the programme into sustained employment or education.
- In close partnership with the central Spear organisation (formerly known as Resurgo), train Spear coaches to be able to deliver the Spear Programme to a high standard, including effective demonstration of programme delivery.
- As a confident communicator, you will lead group sessions of 10-15 young people, using coaching skills to transform attitudes to their own ability and the workplace, and to raise their awareness and maximise potential in stepping into the world of work.
- Ensure the programme is delivered in line with agreed targets, and report KPIs on recruitment, retention and completion of Spear Trainees, as well as their ongoing progress and sustainment of work or education.

### Partnership Liaison and Relationship Management

- Continue to build partnerships with local referral agencies to form a diverse and effective referral network, enabling the recruitment of young people onto the Spear Programme.
- Develop a recruitment strategy considering the wider area around Cheltenham and Gloucester to build an increasing pipeline of young people towards the Spear Programme.
- Build a network of relationships with employer partners in the wider area, facilitating the provision of appropriate roles for Spear trainees.

### Line Management and Training

- As a Trinity staff team member, be under the oversight of Trinity's Leadership, HR and pastoral care.
- Be line managed by a Programme Manager from Spear to support with the operation and ongoing development of the centre and report back on KPIs.

- Manage and develop the centre's two Spear coaches, using a coaching approach to invest in their growth and development. This includes weekly 1:1s, performance reviews and regular feedback.
- Recruit, lead and train a team of volunteers to further support with the delivery of the Spear Programme.

### Church Community

- The Spear Centre Manager is directly employed by Trinity Cheltenham, meaning you are part of a vibrant church staff team and submerged in an exciting faith community.
- You will be required to establish strong relationships with key people at the church to ensure the engagement and backing of church members and help the Spear Coaches to establish a strong presence at the church to build a network of supporters for the Spear programme.
- Ensure the Spear programme is a key missional feature of the work of the church; this may involve attending church events and speaking at services.
- Support Trinity's fund-raising initiatives for Spear through giving updates, providing statistics and being the 'face' of Spear Cheltenham

### Person Specification

- An active Christian that is committed to grow and learn spiritually as a Christian leader and represent the values and ethos of the Spear charity and Trinity Cheltenham.
- Dynamic and engaging coach with an enthusiasm for and direct experience of coaching and training techniques.
- Passion for social justice and for working as part of the church to transform communities, especially supporting young people in employment or education.
- An entrepreneurial and ambitious individual who enjoys starting new projects, works well under pressure and can translate ideas into practice with creativity.
- Self-motivated with strong leadership, management and organisational skills with the ability to exercise initiative and prioritise workload.
- Excellent communication and interpersonal skills, with a confidence in group facilitation, high emotional intelligence, and a sense of fun!

### Key Information:

- You will be employed by Trinity Church Cheltenham
- Salary: from £31,639 to £34,390 pa depending on experience
- Full-time permanent contract
- 21 days annual leave, with one additional day per year of service up to a max of 31 days, plus bank holidays
- A DBS check will be requested in the event of a job offer
- The Spear Programme offers a rewarding opportunity to work with young people, but it requires a dedicated commitment. Due to the term-based nature of the programme (i.e. two consecutive 4-week programmes in autumn, spring and summer), we expect annual leave to be taken between, rather than during terms

Our working hours are 37.5hrs per week, Monday to Friday, with occasional evening work for events such as our Spear Celebrations. We value a culture of excellence, authenticity, and fun.

We are an office-based organisation, working face-to-face with the trainees and value the collaboration and opportunities to work creatively and build community that this offers us

[www.spear.org.uk](http://www.spear.org.uk)