



## **JOB DESCRIPTION FOR THE POST OF COMPASSION COORDINATOR**

**APRIL 2025**

Application forms can be downloaded from ***redeemercentral.com/jobs***

Completed forms should be returned by email to: ***admin@redeemercentral.com***

Applications must be received by **5pm on Fri 9th May**

Applications received after this time will not be considered.

## JOB DESCRIPTION

**ROLE:** COMPASSION COORDINATOR

**LOCATION:** REDEEMER CENTRAL, BELFAST

**START DATE:** SUMMER 2025

**CONTRACT:** PERMANENT *(subject to ongoing funding)*

**HOURS:** 21HRS/WEEK (3 DAYS - FLEXIBLE with some evenings)

**SALARY:** £15,600 (PA)

**REPORT TO:** DANIEL SAUNDERS (EXECUTIVE PASTOR)

## ROLE SUMMARY

Redeemer Central is a church community in Belfast seeking to shape our lives around the way of Jesus as we love and serve our city. We gather together every Sunday at our venue in the heart of the city and scatter to smaller gatherings — Tables — in various locations across Belfast and the surrounding towns throughout the week. Redeemer Central is a community that confesses the tenets of the Christian faith expressed in the Apostles Creed and the Nicene Creed. We posture ourselves with a willingness to learn from both the wider culture and the many different streams within Christianity while considering — for the sake of seeing more of God's Kingdom come in Belfast — what might the praxis of these values and beliefs look like in an ever increasingly post-Christian society. We are a welcoming church family committed to joining with God in seeing renewal and healing in the places we work and live. We are committed to becoming more like Jesus as we follow him and growing in spiritual and emotional health and maturity.

At Redeemer we see church life encapsulated in the imagery of Tables & Gardens. Tables represent the rhythm of gathering. Gardens represent the work of planting. Churches in their simplest form are people that are in community and on mission together. The image of the table illustrates the gathering place where community is found and formed.

A garden is a place of life and peace but it doesn't grow by itself, it takes time and intentionality to cultivate with the end result being a place that flourishes with beauty. We believe this is a beautiful metaphor for the mission of the church.

We believe the church's mission is to tend to the place it finds itself, in love and intentionality so that over time that place might become a haven for all people, a place of life, safety, blessing and peace. This is what Jesus means when he talks about the Kingdom of God.

With that in mind we are seeking to employ an Compassion Coordinator, to serve alongside the Staff Team and Senior Leadership Team, who will be responsible for coordinating our compassion projects that serve the wider community in Belfast — Through local outreach developing and implementing projects that address the needs of vulnerable/ marginalised individuals and communities.

The Compassion Coordinator will serve on the Staff Team - managing, coordinating and developing our compassion projects - The Long Table & Farmbox - including overseeing volunteers. They will also serve a crucial role in developing these projects as well as identifying emerging needs and responding strategically.

## **KEY RESPONSIBILITIES**

### **General Management**

- a) To lead and support the volunteers of The Long Table and Farmbox and ensure they are well supported and trained. Primary focus should be helping with volunteer leadership, including providing encouragement and support; equipping volunteers to coordinate activities in line with the church's mission and values.
- b) Develop vision and values of The Long Table and Farmbox to ensure they meet their aims and objectives of the parish.
- c) Ensure budget is well managed and utilised to support the ongoing project and volunteers.
- d) Look for funding opportunities and coordinate with staff team.

### **Project Management**

- e) Food preparation - Plan, Coordinate and prepare meals for The Long Table event(s) in accordance with food hygiene standards.
- f) Food purchasing & collection - Coordinate and manage purchasing of food/ vouchers as well as collection through Fare Share.
- g) Ensure kitchen stock levels are well maintained and ordered in advance of events.
- h) Coordinate The Long Table event(s) managing volunteer team, running kitchen in accordance with food hygiene standards, room setup and delivering quality meal and support to guests.
- i) Coordinate Farmbox project managing volunteer team, organising deliveries and community events.
- j) Coordinate volunteers to signpost relevant service information and provide general support to guests including, where appropriate, pastoral and prayer support.

### **Venue and Facilities Management**

- k) To take ownership of ensuring the venue provides a welcoming and hospitable environment for those who come through the doors.
- l) To ensure the safe running of the venue during events.

- m) Ensure the building and kitchen, including appliances, are clean and tidy in accordance with health and safety.
- n) Report any health and safety issues to venue manager.

### **Training & Safeguarding**

- o) Regularly review and implement training/ guidelines around:
  - a. Food Hygiene
  - b. Food Distribution
  - c. Fire Safety
  - d. First Aid
  - e. Safeguarding
- p) Identify and resource training opportunities for volunteers.

### **Project Development**

- q) Identifying emerging needs and responding strategically in the implementation of new projects and initiatives. Some examples include:
  - a. Community Chaplaincy
  - b. Student Lunch
  - c. Counselling Services
  - d. Food Distribution
  - e. Pay it forward Cafe
- r) Strategic engagement with key partners and local service providers.
- s) To carry the heart of compassion into general church planning meetings and ministry oversight team, so that this area of importance is suitably represented within the wider church picture.

## EXPECTATIONS & ADDITIONAL INFORMATION

As this role relates directly to the life and ministry of Redeemer Central it is important that the person appointed is a committed Christian, contributing fully to church life. This involves active participation in community life, regular attendance at gatherings, being fully committed to the vision of the church and fully supportive of the leadership of the church and most importantly having a committed faith in and active relationship with Jesus Christ.

The person appointed is expected to attend staff meetings and prayer times contributing to the overall life and health of the Staff Team.

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

- **Character** | You have to love Jesus, love the Church and be committed to the work of partnering with him in seeing the Kingdom of God come in Belfast.
- **Competence** | You must be an outstanding person with a high level of skill and ability in the areas highlighted above.
- **Chemistry** | You must be a relational fit with our Staff Team and Senior Leadership Teams, particularly those you will be working closely with.
- **Culture** | You must be someone who will engage with, embrace and impart the culture of Redeemer Central.

**PERSONAL SPECIFICATION**

	Essential	Desirable
<b>Qualifications</b>	5 x GCSE's (or equivalent) at Grade C or above	3 x A-Level's (or equivalent) at Grade C or above  Ministry or Theological Certificate or Diploma.  Level 2 or 3 Food Hygiene and Safety
<b>Experience</b>	At least 1 years experience overseeing a social-justice project(s) on a staff team or leadership team in a church.  Experience communicating effectively with a diverse group of people, including church members, volunteers, and external partners.  Experience leading and organising volunteer teams and developing volunteers.  Experience building strong relationships with individuals and organisation partners — Networking as well as seeking funding for projects.	A proven track record serving on a church staff team/leadership team in a church  Experience working in a social-justice role in a church.  Experience of speaking to a wide range of people within different socio-economic and multi- generational groups.

	Essential	Desirable
<b>Skills</b>	<p>Able to be a creative, inspiring, relational and missional in your role.</p> <p>Able to work on your own initiative, and as part of a team.</p> <p>Able to demonstrate excellent organisational, pastoral and leadership skills - particularly in managing, training and supporting volunteer teams.</p> <p>Ability to organise and prioritise a demanding workload.</p> <p>Excellent Communication Skills, both written and verbal.</p>	<p>Ability to manage and co-ordinate a kitchen in accordance with food hygiene standards.</p> <p>Ability to use Apple Devices and Software including MacOS and iOS operating systems.</p> <p>Ability to competently use online web-based and cloud based services such as Gmail, Google Apps, DropBox, WhatsApp etc</p> <p>Experience and skills in the use of word processing (Apple Pages, Microsoft Word), presentation software (Apple Keynote, Microsoft Powerpoint)</p>

	Essential	Desirable
<b>Personal</b>	<p>Passionate about Compassion: A strong desire to serve others and make a difference in the lives of the marginalised and the most vulnerable in our society.</p> <p>Demonstration of a personal faith in Jesus and a willingness and ability to communicate your own story of your faith journey.</p> <p>Be able to demonstrate a commitment to the values and mission of Redeemer Central in the city of Belfast and beyond.</p> <p>Able to lead yourself and eager to practice self-development of yourself, your roles and your skills an strengths.</p> <p>Willingness to undertake any training required</p> <p>Be willing to have flexible working hours and met requirements of special and one off meetings and events outside of normal working hours.</p>	

No candidate will be short-listed unless they meet **all** the essential criteria. We reserve the right to apply the desirable criteria to assist with shortlisting in the event of a higher number of applicants meeting the essential criteria than could reasonably be interviewed