



St Augustine's is looking for an
ACTIVITIES MANAGER

to start in late April 2021
37.5 hours per week

Who are we?

St. Augustine's Centre in Halifax has been working with diverse communities for over 50 years and has become Calderdale's specialist support centre for people seeking asylum and with refugee status, alongside other local people who need our services. We offer a warm welcome and safe space to people seeking support and sanctuary; together we share food, stories and build relationships.

We provide welfare and specialist immigration advice, training, campaigning, English classes, cultural activities and volunteering opportunities. We are currently working with over 600 individuals and families in our local community of Park Ward and across Calderdale.

Our work is driven by five values:

1. **Sanctuary:** we provide a welcoming, inclusive and safe space for all, without judgement.
2. **Community:** we share food, stories and build relationships together.
3. **Diversity:** we respect our differences and celebrate our unique contributions. As equal citizens of the world, we enrich Calderdale.
4. **Collaboration:** we do things *with*, not *for* people. We listen to and respond to those who come through our doors. 'Nothing about us without us.' We work in partnership to overcome injustice and inequality.
5. **Growth:** we empower one another to uphold our human rights and reach our potential, by learning and thriving together.

You can find out more about us here: <https://www.staugustinescentrehalifax.org.uk>
@infostaugs <https://www.facebook.com/StAugustinesCentreHalifax>

An exciting moment in time

St Augustine's is at a pivotal point in its history. Our new Director, Sara Robinson, started in March 2020, followed quickly by lockdown which resulted in significant changes to our services. The focus over the last 10 months has been on continuing to support our centre users safely, growing financial sustainability and building staff capacity. For more information about how we responded to the first few months of the pandemic please read our 'lockdown report' [here](#).

Our trustee and board team are currently developing the vision and objectives for the next five years and a strategic plan will be created by Summer 2021. Amongst the changes already underway is the expansion of provision of cultural activity alongside the well-established welfare and support provision. And that's where this role comes in...

We want to appoint someone to develop and deliver our varied activities, alongside our volunteers and centre users. Currently this includes our Welcome Cafe, Clothes space and donations and Digital Inclusion Project, and increasingly, as lockdown restrictions loosen, Arts, Sports and Wellbeing activities.

Who are you and what is the job all about?

We are looking for someone who is highly organised and able to juggle a varied range of activities and priorities. Someone who is brilliant with people (especially those for whom English is a new or second language), and who can enthuse folk to participate and lead depending on their skills and interests. Someone able to manage a diverse range of volunteers, as well as recruit some paid freelancers to deliver and share in or lead this work.

We want much of this work to take an 'experts by experience'-led approach aimed at improving the skills, confidence and community participation of those involved. We want people seeking sanctuary to help set the direction for our activities programme and foster peer-to-peer support within it.

Whilst we are looking for someone to manage a wide range of activities we need to be clear that this is also a very *practical* and hands on role which means on a given day you might... organise the shopping for the Welcome Café, open up the building, rota and support volunteers to sort clothes donations, manage the delivery of activity packs to various households, deal with household wifi issues, assign refurbished laptops to families and input stats for monitoring. On another day you might organise people to do bike fittings for refurbished bikes, oversee and chat to people in the lunch queue, whilst ensuring they are adhering to covid restrictions, attend a staff meeting, write a funding application, figure out how to make a zoom yoga session work and make tea for the gardening group. And as time goes on, you might be leading the organising of a giant coach trip to Filey, trips to a film festival, a banquet in our garden.

So it's definitely a role for a multi-tasker! We work with numerous volunteers who help make this all possible. Most importantly, we are looking for someone able to build relationships with our large community of people seeking sanctuary as well as other volunteers. Some

will have newly arrived in Halifax, others will have been here for a while. Your job is to enthuse and involve them in a programme that responds to their needs, and welcome and support volunteers who have lived in Calderdale for much of their lives. You definitely need to have outstanding people skills, including personal resilience, empathy and confidence to build and sustain relationships.

We want to develop a thriving, exciting, welcoming environment and wide range of activities nearly every day of the week – can you help us make this happen?

Do you have experience of facilitating and organising community-based activities or events? Do you love communicating and working with a wide range of people? Do you get a kick from seeing people flourish when they can participate and contribute in a way which suits their skills and interests? Are you able to monitor and evaluate the progress of activities, in conjunction with others in the team, and help ensure the sustainability of the projects going forward? Do you have experience of supporting volunteers, carrying out a range of project management and administration tasks, and acting as point of contact for tutors and volunteers involved in activities?

Are you committed to equal opportunities and fighting inequality and do our values chime with yours? Are you super organised, IT literate, a problem solver and collaborative? Do you understand basic health and safety requirements?

Then this might be the role for you.

This is a chance to work with a fantastic staff team and wider community of people. We will provide on the job support, additional external training as required and free hot lunches! You'll be line managed by Sara, our Director, and work closely with the wider team.

Key information about the job

- £13.47 per hour which is equivalent to a full-time salary of £26,339 pro rata.
- 37.5 hours a week to start in mid – late April '21. Options to work from home for some hours though most of this work requires you to be based in the building. We are working hard to keep within strict Covid safety guidelines.
- Probationary period of 1 month.
- Two-years fixed term contract. Our aim is to renew this subject to successful fundraising.

Interested?

Take a good look at the full Job Description and Person Specification below.

How to apply: Please write us a letter of application, setting out on no more than 3 sides of A4 the following:

- 1) why you want to work with the St Augustine's team
- 2) what you bring to the role
- 3) how your experience, knowledge and skills fit the role and person specification

4) two referees

Submit your letter, along with your CV to us via email:

sara.robinson@staugustinescentrehalifax.org.uk by **5pm on Wednesday 17th March '21**.

You will be notified if you have been shortlisted for an interview by 5pm Monday 22nd March. Interviews by Zoom will take place on **Friday 26th March**. Referees will only be contacted following the interview, subject to being offered the role.


The job description below is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. We will be shortlisting based on what qualities, skills and experience you bring to the role, outlined in the person specification.

St Augustine's is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We are an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds.

Questions? If you have any questions please contact Sara Robinson, Director, on 07974 253089 or by email sara.robinson@staugustinescentrehalifax.org.uk

Job Description: Activities Manager

St. Augustine's Centre Halifax <i>Job Description</i>			
Job Title	Activities Manager		
Employment Status	37.5 hours per week, 1 year fixed term. April 2021 – March 2022 (subject to renewal)	Hours per week	37.5 hours per week
Salary	£13.47 per hour, £26,339 SCP Level 20	Holiday Entitlement	35 days including bank holidays per year
Line Manager	Director	Responsibility for:	Volunteers connected to the activity areas. Any freelance artists and project co-ordinators.
Main Objectives			
<ul style="list-style-type: none"> - To develop, manage and co-ordinate our broad ranging and growing Activities Programme - Work with partners, freelance tutors and volunteers to deliver the Programme. - Encourage and support our community of people seeking sanctuary to advise on, participate in and lead activities. - Manage the Activities Programme budget, help source funding, monitor and report on the work. - Ensure that the work of the Programme conforms to our values, ethos, objectives and charitable obligations, and meets the requirements of funders. 			
Key Responsibilities			
<p>Manage, the existing Activities Programme</p> <ul style="list-style-type: none"> • Oversee the Welcome Cafe to include: purchasing and storing of food; ensuring all cooks are trained in required hygiene; rota-ing and supporting the cooks and encouraging a nutritious varied global menu; ensuring centre users can access free lunches easily and safely. • Together with the Director, look at physically improving the Welcome Café kitchen and surrounding area and together raising the funds to make it happen. • Oversee the Clothes and item donations Project: accept items; ensure quality goods are dispatched to centre users as required and manage the volunteers involved in this process: sorters, pickers, packers, drivers. Manage the cellar clothes and items storage space. • Manage the Digital Inclusion Project to include: ensuring dongles are well used across 85+ houses and paper work is in place; manage the wifi WhatsApp community of dongle recipients; problem solve arising technical issues with the contracted tech provider; consider how to effectively bring the project to a close when funding stops or find a strategic alternative with partners; support our in house tech refurbishment project and receive donations of second hand tech; dispatch tech items to referred centre users and ensure they are clear what is involved. • When and if time allows, consider how to best offer the community of people with wifi dongles an online programme of activity. • Oversee the Bike Project which with partners, provides refurbished bikes to our community. • Light-touch support to other existing volunteer led activities groups when they start up again: gardening group; football team; walking group; DIY group; house band. 			

Instigate new activities

- Work with our staff and community members to find out what new activities and events people want.
- Together with the Director, plan and prioritise a full, deliverable programme over time.
- Work with partners, community members and recruit freelancers to test out, develop and deliver inspiring, high quality new activity experiences.
- Develop activities that enable people to develop new skills, confidence and self esteem.
- Promote equality of opportunity by ensuring provision is appropriate to the needs of all centre users, irrespective of ethnicity, gender, language.

Keep a vibrant, efficient and safe environment for activities

- Together with the Caretaker and wider staff team, ensure rooms, grounds and equipment used for activities are welcoming and safe.
- With the Director, look at developing designated spaces for activities.
- Ensure that all activities involving volunteers are conducted in line with Health, Safety and Safeguarding guidelines, implementing any necessary risk assessments, including Covid restrictions, and as we move (at some point) to safe re-opening of face to face and indoor activity.

Manage activities-based volunteers and freelance project co-ordinators

- Liaise with the Volunteers Manager and Administrator to ensure volunteers are fully supported and able to develop in their roles
- On-board new volunteers into their specific role/s.
- Give particular support and recognition to Volunteers who lead specific activities (Welcome Café cooks; tech surgery; Gardening; Music group; Football team etc)
- Recruit and manage ad hoc or ongoing project co-ordinators / tutors. Ensure they are well inducted and regularly supported and informed about relevant project and St Augustine's developments.

Partnerships

- Develop strong partnerships with key local and regional organisations who can contribute to our Activities Programme including sports, arts, cultural, food-based organisations and individuals.
- Keep abreast of collaborative opportunities.
- Represent St Augustines at local, regional and national community activities events.

Monitoring, fundraising and budgeting.

- Maintain and collate attendance registers for participants and volunteers
- Seek feedback from centre users and volunteers to evaluate and develop the Programme
- Monitor the activities programme, utilising the CRM systems, providing stats and case studies
- Make and contribute to funding bids to sustain and develop the activities programme
- Keep within the activities budget. Authorise related payments and reimbursement of expenses

Communications

- Contribute to the St. Augustine's website (and social media) to promote activities and events
- Work with our Communications Co-ordinator to create posters, leaflets and signage as required to promote the activities programme in situ
- Find quick ways of letting members of the St Augustine's community know about activities and events (i.e. WhatsApp) and subsequent signing up processes

Team member of St Augustine's

- Work closely with wider staff team to connect the Activities Programme up with broader St Augustine's services and opportunities.
- Attend weekly team meetings, annual away days and contribute to organisational developments
- Work within St Augustine's stated values, and ensure policies, procedures and codes of conduct are reflected in daily practice, particularly health and safety and safeguarding.

St. Augustine's Centre Halifax

Activities Manager: Person Specification		
<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
Areas of Experience	<ul style="list-style-type: none"> • Proven experience of initiating and managing cultural (sports and /or arts) activity projects • Programming and facilitating participation based events or activities with diverse groups • Experience of working within a community development framework/approach. • Managing budgets and monitoring data • Engagement with people and related communications. 	<ul style="list-style-type: none"> • Experience working with people seeking sanctuary
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to warmly engage with and respond to others • Ability to motivate participants and volunteers • Experience of managing ad hoc freelancers and staff/or volunteers. • Well organised. Ability to plan and prioritise and multi-task • Ability to deal with information in a confidential manner and respond with sensitivity • Strong verbal and written communication skills • Administrative and IT skills, and an ability to maintain records and produce reports • Ability to think strategically whilst carrying out day to day on the ground tasks. 	<ul style="list-style-type: none"> • Fundraising. • CRM systems • Health and Safety requirements and risk assessments • Established Networks in the voluntary sector as well as community arts, sports or wellbeing.
Qualifications	<ul style="list-style-type: none"> • Good GCSE qualifications, (C to A*) or equivalent level 2 qualifications in key subjects (which includes qualifications gained outside the UK) 	<ul style="list-style-type: none"> • A level or equivalent BTEC level 3 qualifications • Degree, or relevant qualification applicable to the skills required in this role i.e. arts/sports/ community dev'tment
<i>Attribute</i>	<i>Essential</i>	
Personal Qualities	<ul style="list-style-type: none"> • Supportive of the values of St. Augustine's and a strong commitment to equality. • Motivated, proactive and ability to work alone, and with some supervision. • Empathy with centre users and volunteers and an understanding of their needs • Approachable, patient, outgoing, prepared to listen to others' point of view, flexible, open to ideas, committed, reliable, enthusiastic and friendly. • A positive and creative approach to tackling tasks. • Ability to work as part of a team and communicate effectively with colleagues. • Commitment to developing ongoing skills to ensure best practice • Willing to do an enhanced DBS check. 	