



SOUTHEND STREET PASTORS

Co-Ordinator Job Description – Version 2

Purpose

To represent **Southend** Street Pastors (SoS SPs) and to take responsibility with the Trustees for the establishment, promotion, management and co-ordination of the Street Pastor (SP) charity in Southend.

Job Description

1. To manage the recruitment and training of SPs.
2. To perform administrative duties in line with established procedures; in particular, the monthly patrol rota.
3. To produce reports and newsletters, as and when required by Ascension Trust, the local Police, the council and/or other stakeholders.
4. To keep and maintain records as required by Ascension Trust and other stakeholders.
5. To promote the SP charity in Southend by speaking about, and/or presenting, the work of SPs (and Ascension Trust) to relevant people and organisations (churches, community groups, the local Police, local council, etc.)
6. To assist in the development of working protocols with the local Police, local council, and any other appropriate agencies.
7. To troubleshoot and resolve a variety of operational issues and queries.
8. To continually assess the effectiveness of individual SPs by regularly undertaking SP Quality Reviews.
9. To assist in fund-raising for the work of SoS SPs.
10. To regularly meet, and pray, with the SoS SP Co-Ordinator.
11. To be part of the SP Management Team who meet approximately every 6 weeks.
12. To assist the SoS SP Trustees to comply with charity law, the governing document, the SP Agreement, the SP policies, procedures, and guidelines adopted by the charity.
13. To regularly brief the Trustees on the work and development within the local area.
14. To adhere to the SP Ethos and Code of Conduct, and to encourage all other volunteers associated with the charity to do the same.
15. To be flexible and willing to support the work of SPs and Ascension Trust by undertaking additional duties as and when required.

Co-Ordinator Person Specification

Purpose

This personal specification is used to indicate the type of person that would be suitable for the role of Co-Ordinator for **Southend** Street Pastors (SoS SPs).

Person Specification

Essential

1. **A Christian** who subscribes to the SPs' core values and understands and embraces the unique ethos of the SPs' Movement. **This is a Genuine Occupational Requirement.**
2. Ability to work within a team, manage conflict and to work with a variety of people with different beliefs, values and backgrounds, and maintain confidentiality.
3. Effective communication skills, including:-
 - a. the ability to establish rapport with, and deliver information to, a diverse audience;
 - b. the possession of good public speaking, presentation, and training skills; and
 - c. an ability to write clear letters, newsletters, and reports.
4. Reasonable IT skills (especially in MS Office: Word, Excel, and PowerPoint).
5. Ability to identify problems and create solutions in innovative ways.
6. Ability to travel locally (sometimes at short notice) and, on occasions, nationally.
7. Completion of the Street & School Pastor Confidential Self-Declaration Form.
8. DBS clearance.

Desirable

9. Knowledge of different church traditions.
10. Experience of, and involvement in, social action programmes.
11. Knowledge and/or work experience with social services, the Police, education, health service, etc.
12. Experience of working with a church within a leadership capacity.
13. Ability to demonstrate knowledge, skills and experience of leadership, as well as the management of significant projects.
14. A UK Driving Licence.

Hours, Pay and Notice Period (added for Version 2)

Hours

This is a part-time post, and we expect the post-holder to work about 20 hours per month.

Pay

The post-holder will be paid at the end of each month on receipt of an itemised invoice.

As at 01/01/26, the rate of pay is £15/hour.

Reasonable out-of-pocket expenses will be re-imbursed on provision of receipts.

Large amounts (i.e., over £25 per item) will need prior approval by the Management Team.

Journeys by car outside of Southend will be paid at 45p per mile.

Notice Period

There will be a 1 month notice period for either party.