



## **Portsmouth School Pastor's Coordinator Job Description**

**Approx. 10 hours a week – likely to be less to begin with - Term time only (£10 an hour)**

**Closing date 23<sup>rd</sup> March, Interviews 19<sup>th</sup> April**

### **Job Description**

1. To develop strategies to promote and move the School Pastor project forward in Portsmouth;
2. To speak about and present the work of Portsmouth School and Street Pastors to relevant persons and organizations, including churches and statutory authorities (e.g. Police, council(s), education & health providers) and potential funders.
3. To fund-raise for the development and ongoing maintenance of the Portsmouth School Pastors service.
4. To assist and support the Portsmouth Street/School Pastors Trustees to comply with charity law, the governing document, the School Pastor Agreement, the School Pastor policies, procedures and guidelines adopted by the charity;
5. To regularly brief the Charity Trustees on the work and development within the local area;
6. To be involved in the recruitment and training of School Pastor volunteers;
7. To continually assess the effectiveness of individual School Pastors volunteers;
8. To regularly facilitate and undertake School Pastor Quality Reviews, in line with the Agreement and the School Pastor Quality Assurance Checklist included in the Coordinator's and Management Committee's Pack;
9. To produce reports and newsletters as and when required by Trustees, Ascension Trust, funders and other stakeholders;
10. To assist in the development of working protocols with Schools, Police, local council and any other appropriate agencies;
11. To troubleshoot and resolve a variety of operational issues and queries;
12. To carry out administrative duties in line with agreed/adopted procedures;
13. To keep and maintain records as required by the Portsmouth Street Pastors Trustees and stakeholders;
14. To adhere to the School Pastor Ethos and Code of Conduct and to encourage all volunteers associated with the project to do the same;
15. To be flexible and willing to support the work of Portsmouth Street & School Pastors by undertaking additional duties as and when required; including regular attendance at the Resource Manager's weekly briefing meeting.