

Bridgeway is passionate about encouraging young people to flourish and be confident in their own identity.

It is based at St Luke's, a pioneer parish church working in one of the poorest and most diverse parts of Portsmouth. We are committed to working **with people and have built excellent relationships in the city.**

Bridgeway is an innovative pioneer mission initiative. It was launched in 2018, funded by the national church and partners with other agencies to build trust and give listening support and help to vulnerable young people. The Bridgeway team is a mix of staff and volunteers.

We are now at a time of significant change and growth. In a position to be able to scale up to reach out to more young people across Portsmouth. To make the most of this exciting opportunity, we are looking for two talented professionals with complementary skills and a shared passion to upscale Bridgeway to become a city-wide provider and lead in making a difference in more young people's lives.

### **Bridgeway Business Development Lead**

*You will be responsible for the management and development of Bridgeway.*

*You will enjoy team building to enable others to make a real difference in the lives of young people in the city.*

*You will be an effective resource manager with sound project or process management skills.*

*You will be a problem solver who will relish the opportunity to scale up this dynamic project in a sustainable way.*

*You will lead on ensuring consistent, safe and high-quality service including meaningful reporting of outcomes*

*You will ensure that the Bridgeway project is underpinned by robust safeguarding and effective operational policies and procedures.*

*This role offers the opportunity for hybrid working, based for some of the week in St Luke's bespoke Host Co working space.*

20 hours flexible hybrid working if preferred.

Salary £30FTE

Working out of St Luke's church, laptop and phone provided

Reporting to the Vicar of St Luke's - Rev A McCabe

### **Bridgeway Community Liaison Lead**

*You will lead on outreach work in the project to ensure best practice in serving young people so that the integrity of Bridgeway values are maintained.*

*You will champion equality, diversity and inclusion across the Bridgeway Project and ensure the voice of young people is central to everything we do.*

*You will work out in the community primarily*

*Building and maintaining relationships with key stakeholder and partner agencies in the city*

*Building and maintaining relationships with young people who encounter the Bridgeway team*

*Mentoring volunteers who join the Bridgeway team in best practice in outreach work with young adults.*

Working together, both the Business Development Lead and the Community Liaison Lead will share responsibility to ensure that the pioneer faith dimension of the project remains central to the development of Bridgeway.

20 hours flexible to include evenings and weekends

Salary £28FTE

Working out of St Luke's church, laptop and phone provided

Reporting to the Vicar of St Luke's - Rev A McCabe

## **Bridgeway**

### **Person Specification**

**Job Title: Bridgeway Business Development Lead**

**Responsible to: Rev Annie McCabe**

**Working with: Bridgeway Community Liaison Lead, Volunteer Co-ordinator and Administrator**

St Luke's is keen to add an enthusiastic and compassionate individual to the senior leader to the Bridgeway Team. If you are someone that enjoys a challenge, can think outside the box and longs to make a difference by what you do, we are looking forward to hearing from you.

*This Person Specification sets out the various selection criteria which are essential for this post. When completing your application, please address all the points set out below in the **Supporting Statement** section at the end of the application form:*

### **Bridgeway Business Development Lead**

*You will be responsible for the management and development of Bridgeway.*

*You will enjoy team building to enable others to make a real difference in the lives of young people in the city.*

*You will be an effective resource manager with sound project or process management skills.*

*You will be a problem solver who will relish the opportunity to scale up this dynamic project in a sustainable way.*

*You will lead on ensuring consistent, safe and high-quality service including meaningful reporting of outcomes*

*You will ensure that the Bridgeway project is underpinned by robust safeguarding and effective operational policies and procedures.*

*This role offers the opportunity for hybrid working, based for some of the week in St Luke's bespoke Host Co working space.*

<b>Experience</b>	
Strong experience of leading and managing multi-disciplinary teams	<b>E</b>
Experience of working effectively (including at a senior level) with a range of organisations and individuals	<b>E</b>

Experience of building positive external relationships with funders, commissioners and other organisations, promoting ideas and influencing decision makers	D
Experience of operating within the policy framework of children and young people's services for a minimum of two years.	D
Experience of developing effective tools, systems and processes to support operational delivery and demonstrate impact	E
Providing services within a Quality Assurance framework	E
Successfully presenting complex information to a wide variety of audiences.	E
Experience of developing operational policies and procedures and applying these in practice	E
<b>Skills</b>	
Ability to motivate and manage the performance of team members to ensure excellent practice.	E
Ability to prioritise for the best strategic benefit for the Project	E
Ability to prioritise a complex workload.	
Ability to impart ideas, inspire confidence and motivate others	E
Ability to understand the priorities of the Bridgeway Project and translate them into service priorities.	E
Ability to work co-operatively with others and as part of a team.	E
Ability to think analytically.	E
Ability to make complex decisions under pressure.	E
Ability to adapt readily to change and work effectively with a wide variety of situations, groups or individuals.	E
Influencing skills.	E
Ability to take the initiative; seek out opportunities proactively and take appropriate action.	E
Ability to present and negotiate confidently with senior figures from a wide range of organisations.	E
<b>Knowledge</b>	E
Professional qualification or degree or similar in relevant field (e.g. social work, youth work, social policy, management etc)	D
Management Qualification	E
Good day to day knowledge of charity law and employment law.	D
Budget formulation and management.	E
Establishing and developing new services.	E
Knowledge of organisational management challenges facing voluntary sector agencies.	E
Young person's legislative framework across care and child protection.	D
Business and strategic planning across a diverse range of activities.	D

<u>Person Specification</u>	<u>Job Description</u>
<ul style="list-style-type: none"> <li>-proven track record in effective partnership working</li> <li>-experience in capacity building and growth of a project</li> <li>-dynamic, vibrant authentic Christian faith</li> <li>-have a heart for inner city mission</li> <li>-Vision</li> <li>-pastoral experience</li> <li>-passionate about young people and the project ethos</li> <li>-effective communicator</li> <li>-active listening skills</li> <li>Problem solver</li> <li>Good verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>-lead a team of staff and volunteers to deliver the Bridgeway Project City wide</li> <li>-maintain close relationships with public, council, charitable agencies within the city</li> <li>-to grow a sustainable citywide provision</li> <li>-to be an effective steward of the finances and resources of the project</li> <li>-have pastoral responsibility for staff and volunteers</li> <li>-to sustain and develop the Bridgeway Project prayerfully and strategically</li> <li>-knowledge and sound understanding of safeguarding principles</li> <li>-celebrate stories and successes</li> <li>-ability to work independently with your own initiative to manage workload.</li> </ul> <p style="color: green;">To development and implement a quality assurance framework providing continuous improvement, ensuring services are delivered effectively in line with Bridgeway’s values and to the standards which enable young people’s welfare to be safeguarded and promoted.</p> <p style="color: green;">To be responsible for the development and delivery of an internal training programme to ensure volunteers are suitably inducted, able to develop their skills and apply practical application to their learning.</p> <p style="color: green;">To develop, implement and oversee effective and efficient tools to capture and evaluate the impact of the Bridgeway Project.</p> <p style="color: green;">Lead the cascading of operational information and opportunities across the project. Prepare operational reports which monitors KPI’S and ensure these are regularly communicated. Review and monitor existing services alongside the development and expansion of the Bridgeway Project.</p> <p style="color: green;">Be responsible for ensuring appropriate financial plans, administration and monitoring systems are kept up to date and in line with current laws and regulations.</p>

	<p>Ensure volunteers are trained and skilled in all processes and procedures as necessary e.g recruitment, supervision, recording sickness</p> <p>Develop partnerships with other agencies and organisations.</p> <p>To be able to act as the Bridgeway Project Safeguarding lead and demonstrate on ongoing commitment to safeguarding practice.</p>
--	---