



Project Leader

Hours: Full-time (37.5) with 25 days holiday (excluding Bank Holidays)

Contract Length: Permanent with 6 month probationary period

Salary: £23,000 - £26,000 (depending on experience)

Closing Date: Noon on 31st August 2021

Interviews: 18th September 2021 in the Scarborough area

Applications: By CV to admin@busstop.org.uk with a covering letter detailing your suitability for the role and what you will bring to the charity. Please include details of two references. One professional and one personal.

If you have any questions or for an informal conversation please email admin@busstop.org.uk

Job Description

The Bus Stop is in search of a Project Leader to pioneer the charity into its next stage of life. We are a Christian charity based in Scarborough, North Yorkshire and are passionate about seeing young people come to know Jesus through partnering with, and training up, churches in excellent youth work. We are looking for someone who is passionate about seeing the church connecting with young people where they are. As an ideal candidate, you will have experience in a managerial role and be excited at the thought of pioneering the next stage of the charity. You must have youth work experience and an understanding of the issues facing young people in today's society. You will be accountable to the charity trustees and be accountable for the charity's Administrator, Volunteer Youth Workers, and other staff members as the charity grows.

Objectives of the Role

- Uphold and enact the charity's vision statement
- Pioneer the charity post-Covid
- Strategize, implement and oversee processes for charity growth
- With the support of the trustees to lead on the purchase of a new bus
- Establish and grow relationships with local churches and schools
- Manage the day-to-day running of the charity, including managing employees and volunteers
- Develop the relationship with Scripture Union as a Mission Partner

Key Responsibilities

VISIONARY

- Prayerfully setting the vision for The Bus Stop alongside the trustee board and leading the charity in the working out of this vision.
- Communicating our vision clearly and effectively with Churches, volunteers, staff members and other stakeholders.

PIONEER

- Pioneer new youth work with churches, in deprived or isolated areas on the North Yorkshire Coast
- Working with Churches with no, or little, established youth work
- Working with those young people who have no current connection to church.
- Pioneering new and exciting ways of exploring the Christian faith with young people
- Must be able to effectively communicate the Christian faith with those with no faith background

COACH

- Coach church volunteers in excellent youth work practice, building up confidence and raising leaders
- Lead youth work by example. We are looking for someone with experience in youth work who can practically train volunteers in working with young people.

TEAM LEADER

- Alongside our administrator and treasurer, we hope to build a wider staff team, including face-to-face youth workers. The Project Leader of The Bus Stop will play a vital role in the recruitment and management of staff members and volunteers. This will include leading regular team meetings and providing supervision.

COMMUNICATOR

- Communicating with our supporters through our social media platforms
- Working alongside our administrator in updating supporters and donors through our newsletter
- Share the work of The Bus Stop with local churches and charities, creating new supporters, prayers and donors for the work that we do

SAFEGUARDING

- Be exemplary in leading youth work which safeguards young people, volunteers and staff members
- Working alongside our Designated Safeguarding Officer in ensuring that anybody who represents the Bus Stop, whether from a local Church or an independent volunteer, has gone through the adequate training and DBS checks, to ensure they are suitable for working with young people.

FUNDRAISING

- Alongside the trustees, steer the fundraising strategy for The Bus Stop and look for new and creative ways to raise funds for the important work we do
- Working alongside our existing fundraisers in overseeing applications for funding bids and ensuring that we work in line with time frames and objectives for existing funding bids.

BUS MANAGEMENT

- Overseeing the management of the bus and its maintenance
- Ensuring the bus is in good order before attending youth groups or other events
- The Project Leader may sometimes be needed to drive the bus to and from youth groups, or find local volunteer support for this. Training will be provided by The Bus Stop.
- Together with our administrator, ensuring the Bus is insured, MOT and taxed.
- Manage relationships with local churches and bookings, including pricing and invoicing.

Person Specification

Mode of Assessment	A = Application I = Interview C = Certificate	Essential	Desirable
Qualifications			
A C	Degree in Youth Work (or related subject)		X
Experience			
A I	Building successful relationships with young people	X	
A I	Previous managerial role (including relevant voluntary positions)	X	
A I	Delivering training to groups of people		X
A I	Previous work for a charity		X
Skills and Knowledge			
A I	Effective communication skills – comfortable in talking to large groups	X	
A I	Development of inclusive and imaginative ways of reaching young people		X
A I	Understanding of contemporary culture and good practice for and with young people	X	
A I	Effective administrative/organisation skills	X	
A I	Effective IT skills	X	
A I	Ability and enthusiasm to pioneer the charity	X	
A C	Car owner with clean licence for at least 3 years	X	
Attributes			
A I	Positive, enthusiastic, can-do attitude	X	
A I	Ability to work on own initiative and with a team	X	
A I	Flexible and adaptable approach to work	X	
Safeguard Children			
A I	Ability to maintain appropriate relationships and boundaries with children and young people	X	
A I	Emotional resilience when working with challenging behaviour	X	

This role will require an enhanced DBS check.

There is a genuine occupational requirement under the 2010 Equality Act that the postholder is a practising Christian.