



Isle of Wight Street Pastors

Administrator Job Pack

Thank you for your interest in the administrator vacancy. This pack includes brief details about the Street and School Pastor initiatives and the charity that manages them. You can find further information on the charity's work on our website at www.iowstreetpastors.org.uk and about Street Pastors nationally and internationally at www.streetpastors.org.uk

To apply for the position please complete the application form in full and return it to: mt@iowstreetpastors.org.uk or FAO The Trustees, Isle of Wight Street Pastors, c/o Castlehold Baptist Church, High Street, Newport, Isle of Wight, PO30 1BH

The application form can be filled in electronically using an up-to-date version of Adobe Reader (Other PDF readers may not work) or you may hand-write your application if you prefer.

If you would like an informal conversation about the role please contact Sally Murphy, IWSP School Pastors Coordinator on 07879776281 or sally@iowstreetpastors.org.uk

The closing date for applications to be received is Wednesday 29th March 2023.

Interviews are expected to follow from 31st March.

We anticipate the successful candidate will take up the role as soon as possible.

Contents

1. Introduction to Isle of Wight Street Pastors
2. Job Description
3. Person Specification
4. Application form

About Isle of Wight Street Pastors



Isle of Wight Street Pastors is a Christian charity providing care, support and practical help to people on the streets of Island towns at night and around Island Schools at the end of the school day through two projects, Street Pastors and School Pastors.

Street Pastors

Street Pastors are Christian volunteers who provide care, support and practical help to people out on the streets of Ryde and Newport. Volunteer teams patrol the town centres and provide help and assistance to people who are suffering the effects of over consumption of alcohol; are at risk of violence; feel unsafe; are lonely, hurt and abused; or just value the extra feeling of safety that comes from having volunteer Street Pastors around. Many of those we work with are often seen by society as having caused their own problems – particularly those suffering the effects of drinking too much. Our care is offered without judgement – regardless of the causes of pain, sickness or danger each of our beneficiaries is still a human being to be treated with respect and dignity.

School Pastors

School Pastors are volunteers who work in schools to provide safety and reassurance and a non-judgemental listening ear to all students and staff. School Pastors provide uniformed patrols at lunch and break times acting as an approachable positive adult presence. We also offer a mentoring service, working with the pastoral staff at the schools. We currently operate in Medina and Carisbrooke Colleges, Ryde Academy and The Bay Secondary School Sandown. We are able to demonstrate our Christian faith through practical action. School Pastors are happy to talk about issues of faith, however our role is not to “preach” or push Christianity onto people but to provide help and support to our young people and their school communities.

Staffing

The Charity is overseen by a voluntary Board of Trustees who are responsible for the governance and strategic management of Isle of Wight Street Pastors.

Each initiative (Street Pastors and School Pastors) has a paid part-time Coordinator. The School Pastor Coordinator is currently the overall manager, assisted by the Street Pastor Coordinator.

We have approximately 50 volunteer Street Pastors, School Pastors and Prayer Pastors who volunteer for at least one session a month.

JOB DESCRIPTION

Administrator, Isle of Wight Street Pastors



Purpose: To provide administrative support to the Staff and Trustees

Hours: Hours negotiable between 12hrs and 16hrs per week.

Salary: £10.90 per hour (Real Living Wage)

Usual place of work: Street Pastors' office in Newport

Reports to: Street Pastors' Coordinator

Main Aims of the Charity

- To demonstrate God's love in a practical way
- To reduce crime and anti-social behaviour
- To make our streets and schools safer and happier places for the whole community
- To protect those at risk from bullying, violence and abuse
- To help people feel safe in their community

Objectives of the role

- Ensure the administrative functions of the charity run smoothly
- Provide effective administrative support to the rest of the team
- Administer the charity's financial processes and bookkeeping

Main Duties

The following list summarises the main duties. As a small charity we require all our staff to be flexible to changing circumstances and undertake other duties within the general scope of the post as and when required.

- Assist in production of routine communication materials, ensuring planned communications happen on schedule
- Assist the Coordinators with recruitment and training processes
- Administer Gmail based contact management systems
- Maintain past and present Staff and Volunteer contact list
- Keep online and paper filing ordered
- Manage charity diary, ensuring key events are acted on by relevant Staff/Trustees/Volunteers and liaising with outside organisations to ensure same
- Ensure social media updates and website updates are made as needed
- Liaise with Staff, Volunteers, Trustees and outside bodies to progress projects
- Deal with inbound and outbound postal correspondence, email and telephone calls
- Administer the process of DBS checks for Volunteers
- Receive from Coordinators, maintain and, as appropriate, submit project reports, statistics and indicators
- Provide support for events

- Control stock of used uniforms to assist Coordinators in clothing Volunteers
- Provide a first point of contact for enquiries about both initiatives
- Ensure policy reviews are carried out by Trustees as per their review schedule
- Submit returns and other updates to Charity Commission and Companies House
- Maintain the charity's statutory registers
- Investigate, advise Trustees in respect of, and, where possible, apply for relevant grant funding
- Administer the process of finances and bookkeeping including:
 - Maintaining financial records in an online accounts package
 - Paying in funds
 - Raising payments
 - Payroll & Pensions
 - HMRC returns
 - Monthly financial reporting to Trustees
 - Providing quarterly budget review for Trustees
 - End of Month reconciliations
 - Calculate monthly license fee and submit quarterly returns and payment.
 - Thank you letters for funds donated
 - Administration of petty cash
- Conduct all activities in accordance with the objects of Isle of Wight Street Pastors, the licence agreement with Ascension Trust and the spirit of the Christian faith.

PERSON SPECIFICATION

Administrator, Isle of Wight Street Pastors



Essential Criteria

1. Good organisational and administrative skills.
2. Good communication skills, including a pleasant telephone manner and ability to write effectively in a variety of contexts from formal letters to official Facebook statuses.
3. Strong IT skills including the use of Microsoft Office, Xero accounting software and email.
4. Good time-management skills.
5. An ability to manage multiple pieces of work at the same time.
6. Skills in identifying problems and creating solutions.
7. Good numeracy and bookkeeping skills.
8. Willingness to work within a team, some of whom are not located in the main office.
9. An ability to maintain strict confidentiality.
10. A commitment to Isle of Wight Street Pastor's Equal Opportunity Policy.

Desirable Criteria

11. Experience of working within a charity context.
12. Experience of and involvement in social action programmes.
13. Experience of using social media in a work context.

N.B. Isle of Wight Street Pastors is founded on Christian principles and the charity operates as an expression of the Christian Church on the Isle of Wight. This position does not require the post-holder to be a Christian, but they will need to be comfortable working within a faith-based charity and contributing to furthering its objects.