

**Job Title** – Chomp Project Lead

**Job Type** – Part-time

**Job Purpose** – To lead Chomp our project addressing holiday hunger in Brighton and Hove. To strengthen and give direction to the project ensuring values and ethos are delivered consistently across venues.

**Reporting to** – Associate Minister

**Working hours** – 20 hours a week - due to the nature of the role there's a requirement to work the majority of school holidays

**Salary** - £25,615 pro rata

**Location**- Gloucester Place with occasional work in other areas in Brighton & Hove

## Responsibilities

### Chomp

#### Strategic Direction

- Identify ways in which to deepen and widen relational work and support for Chomp
- Seek out and exploit PR opportunities
- Excellent line management of staff team of 3 part time workers
- Budget management and development
- Develop existing and new funding opportunities, creating a sustainable platform of funding for the expanding project
- Management of funding contracts and outcomes
- Ensuring best practice around safeguarding and issues encountered when working with families experiencing vulnerability
- Encourage and seek opportunities for cross collaboration between other OCB projects and the Church community
- Influence both local and national conversations addressing Holiday Hunger and food poverty
- Oversee development of systems to manage food for the project
- Develop and implement data monitoring system

#### Partnerships

- Further develop and implement a partnership contract for each venue ensuring that agreements are adhered to allow safe delivery and ensure values and ethos of Chomp are consistent
- Seek new partnerships with existing community groups, children's services providers and other relevant organisations especially in areas of the city where the need is great
- Support and oversee development of personnel and resources for existing Chomp clubs
- Create a forum for partnership support

- Network and seek opportunities for partnerships
- Maintain, develop and expand strong referrals partnerships

## **Volunteer Management**

- Ensure the church community are engaged and remain passionate about Chomp
- Working alongside our volunteer co-ordinator to ensure best practice in volunteer management

## **Team Player**

- Attend weekly OCB team meetings
- Contribute towards a positive office environment

OCB reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the church.

## **Benefits**

- OCB will seek to develop the post holder towards their full potential
- An annual retreat will be encouraged and paid for by OCB
- 25 days holiday, plus bank holidays (pro-rata)
- The chance to be part of a fun and energetic team.

## **Management Process**

- Regular meeting with Line Manager.
- Annual appraisal with Line Manager



Qualities

	Essential	Desirable
<b>Experience</b>	Proven management skills	Proven ability to network with statutory and non-profit organisations
	Proven experience of successful project management	Proven experience of planning and delivering events
	Proven experience of clear communication	Proven experience of recruiting and managing volunteers
	Proven ability to solve problems	Experience of successful fundraising
	Experience of working in the charity sector	Experience of compiling and managing a budget
	Experience of establishing new partnerships and maintain existing	
<b>Skills &amp; Abilities</b>	A well organised leader who can give strong direction when needed	Good IT skills
	An ability to 'self start' and stay motivated despite inevitable challenges	An ability to train others, develop volunteers and grow future leaders
	A team player who is able to reflect on the opinions and input of others	
	Strong verbal and written communication skills	
	A strongly relational individual who networks well	
	Positive and energetic attitude, and strong desire to meet goals and commitment	
	Ability to be flexible and adapt to change.	
<b>Personal</b>	A clear understanding of One	



	Essential	Desirable
<b>Qualities</b>	Church Brighton's values and a commitment to work within them	
	A pioneer who is comfortable to try out new ways of working and unafraid of failure	
	Self-confident and resilient	
	Self-motivated and an ability to work under pressure	
	An ability to work flexibly, to work outside of the 9-5 pattern whilst ensuring good time off and rest are never neglected	
	A practical commitment to be involved in the One Church team and engage in the wider community.	