

THE PRESBYTERIAN CHURCH IN IRELAND

JOB DESCRIPTION

Job Title: Mission Project Leader

Council: Mission in Ireland

Location: International Meeting Point (office based at 133a Lisburn Road, Belfast)

Salary: £30,463 - £32,220 per annum (C3-C6 AMPP Salary Scale)

Working Hours: 37.5 hours per week

Responsible to: CMI Secretary, through the International Meeting Point Management Panel

Main function of job:

Under the oversight of the International Meeting Point Management Panel, to coordinate, direct and develop the regular programme of activities in each IMP location, particularly striving to promote the ethos of the Project and protect a healthy balance between social action and gospel proclamation. As well as this, the Mission Project Leader will also manage the staff team, build relationships with users and share the gospel effectively.

Main Duties and Responsibilities:

- To ensure that the evangelistic ethos of the Project is maintained and that mission goals are being delivered with faithfulness and excellence.
- To act as the Line Manager of other staff members, particularly the Site Leaders.
- To recruit and develop the volunteer team, including English teachers, ensuring a volunteer rota is in place and organising appropriate training on a regular basis.
- To be responsible for the coordination and direction of all regular programmes across all IMP sites, while maintaining regular involvement with service users and ongoing activities in the South Belfast site in particular.
- To engage with guests visiting IMP, seeking to commend the Christian faith in both word and deed, and be involved in the delivery of IMP programmes such as Bible Studies and English Classes where needed.
- To take a lead in the development of new activities in existing IMP sites, as well as in the development of new sites in different locations as opportunities emerge.
- To take on deputation work to promote the work of the Project and proactively create and develop links with local congregations and Presbyteries, particularly to recruit volunteers and spread the vision.
- To ensure appropriate safeguarding policy, procedures, and training are in place, and that Taking Care best practice guidelines are followed at all times.
- To be responsible for the opening and security of the premises and ensuring stand by cover is in place in the event of an emergency outside normal hours.
- With the support of the Management Panel, ensuring compliance with all regulatory requirements for each location, including (but not limited to) insurance, GDPR, health and safety, PAT inspections, food hygiene certification etc.
- To maintain appropriate records and information, regularly reporting to the International Meeting Point Management Panel with updates on the work
- To perform any other duties as deemed appropriate by the Management Panel and Line Manager.