



The Methodist Church

Bede Methodist Circuit (Newcastle District)

An exciting opportunity has arisen in the South Shields cluster of the circuit to employ a

Manager/Project Worker

(Fixed Term Contract – Part-Time)

for a drop-in centre in South Shields

For the past five years, West Harton Methodist Church has opened a pop-up coffee drop-in in the centre of South Shields, offering free hospitality in the form of a hot drink and a scone and conversation to anyone and everyone, but particularly the more vulnerable in society, usually for 6-week spells around Christmas and Easter

The opportunity now arises to lease the retail property for five years, and funding has been obtained for a part-time worker to manage the café and to work alongside and befriend the more vulnerable clients

The post involves:

- Managing the coffee drop in, purchasing supplies, preparing and serving scones and hot drinks
- Working with vulnerable adults – mental health issues, addiction, homelessness, loneliness

Knowledge/skills/proven ability

- Recruitment and management of volunteers
- Food Handling and Hygiene level 2 required
- Budget handling experience
- Good communication skills
- Experience of project delivery
- Able to manage a busy work-load, prioritise and work independently
- DBS check required, safeguarding training provided

Further information/application forms can be obtained from Dr Angela Lishman via angelalishman@blueyonder.co.uk or 0191 454 6425. It is recommended that anyone not familiar with the project arrange to visit to see what it involves.

Closing date Saturday 31st August, 2019 with a view to interviewing Thursday 5th September. It is an occupational requirement for the post-holder to be a practising Christian