

Advert - Project Coordinator – Jobs, Training and Enterprise Hub

(6-month part-time contract, 3 days per week/ 21-24 hrs)

Located at Shirehampton Methodist Church in the Bristol and South Glos. Methodist Circuit, this is an exciting opportunity to help develop a new project together at Shirehampton Methodist Church. The church is located on the Shirehampton High Street, opposite the Job Centre and with good transport links for the area including Sea Mills, Lawrence Weston and Avonmouth.

The project is reaching out to the long-term unemployed and those who need additional help gaining access to the workplace. The JTE Hub is kitted out with IT facilities, an office and training equipment etc. so that agencies such as DWP Job Centre plus, the local council, colleges, charities and bodies supporting new businesses can assist local people to develop skills, networking and confidence, taking advantage of mentoring in order to progress into the workplace. Organising periodic Jobs Fairs and networking with local employers will also be part of the work.

We are seeking someone energetic with special skills and abilities, working with the Management Team and others to enable this project to develop further. Following a capital grant from the Port Community Resilience Fund we have been raising funds for running costs. The Church is now keen to take this project to the next level.

The post holder will: -

- Build, develop and maintain relationships with client organisations and community groups, focussing on Avonmouth and Lawrence Weston Ward (all 4 villages).
- Assist in security and general maintenance of training equipment including laptop estate for use by JTE staff, volunteers and clients of the JTE Hub.
- Set up and support activities for client organisations and individuals accessing the JTE Hub, such as the Jobs Club and training, ensuring targets are met.
- Maintain a bookings and invoice system for hire and other use of SMC premises and equipment, coordinating with the Church officers as needed.
- Have responsibility for the day-to-day running of the JTE Hub.

Rate of pay £14.50 ph.

3 days pw. 21 hours at the start, subject to review. Days of work tbc, but flexible.

More details and a recruitment pack available from: circuitfinance@bsgc.org.uk

Alternatively, call Revd Pearl Luxon for a conversation first, on: Mob. 07905 677845

Closing date: 23rd February 2022 at 1pm

Interviews are week commencing 7th March 2022