



JOB VACANCY

COMMUNITY WORKER AT THE SWISS CHURCH IN LONDON

We are looking for a person with experience in outreach and community work to run and supervise

Breakfast on the Steps

which is happening every Tuesday morning from 8am until 10am at the Swiss Church in Covent Garden. Breakfast on the Steps is part of the Swiss Church's outreach work for homeless people, but everybody is welcome. Usually we have about 30-40 guests.

Responsibilities:

- Food shopping and preparations, set up and tidying up with the support of volunteers and church cleaning company
- Coordinating volunteer rota and supervising volunteers
- Recruiting and training new volunteers, if needed, and obtaining their agreement to the terms of volunteering
- Occasionally supporting individual guests affected by homelessness in collaboration with partner institutions. The scope of individual support will be decided on a case to case basis together with the Minister.
- Coordinating haircuts for homeless people with hairdresser (every 4-6 weeks during breakfast)
- Coordinating monthly cooked breakfast with volunteers
- Basic administration; administer petty cash expenses in collaboration with Finance Officer
- Attending monthly team meetings and bi-annual church away day
- Writing a short article (400-500 words) for the quarterly church newspaper
- Building links with partner institutions, other charities and organisations

We are looking for a community worker who is:

- Experienced in working with homeless people or other vulnerable groups with a non-judgmental and positive attitude
- Experienced in handling and de-escalating conflict situations, including dealing with those presenting with substance abuse, attempted drug-dealing and drug-taking and/or mental health challenges, and conflict between guests
- Experienced in working with volunteers and their sometimes unpredictable schedules and last minute changes

The Swiss Church in London · 79 Endell Street · London WC2H 9DY

Phone 020 7836 1418 E-mail info@swisschurchlondon.org.uk · www.swisschurchlondon.org.uk

A Company limited by Guarantee, registered in England & Wales, no 4454591. Registered office as above. A registered Charity no 1094992

- Familiar with the day to day running of a small charity and the challenges that come with it
- Familiar with and interested in the challenges of faith communities
- Reliable and punctual
- A good team worker
- Skills: IT (incl. Microsoft: Excel & Word,; email, internet etc.), networking, strong communication, planning, organizational, interpersonal and team building
- Creative thinking and problem-solving ability
- DBS checked or willing to apply
- Food Hygiene Certificate or willing to obtain

We are:

- The Swiss Church in London, established 1762 by Swiss immigrants, an open, accessible and creative church in the Protestant tradition and lively community center for the Swiss in London, the local homeless community and exhibition space for emerging artists.
- A registered charity and limited company governed by the Consistoire (Parish council), a group of committed volunteers
- A valued team of four (Minister, Lettings and Office Administrator, Community Worker and Finance Officer)
- Welcoming of people from all paths of life and from all church traditions or none regardless of age, race, gender or sexual identity.
- Offering training and development opportunities

Working hours: 8 hours per week (every Tuesday morning 6.45-11:15am, plus one morning or afternoon and some evening, as needed). Rarely working hours may fall on a weekend day (bi-annual church away day)

Holidays: 6 weeks, including bank holidays

Salary: £15/hour, or up to £6'240 gross per annum

Start: 1 April 2020

Contact: Rev Carla Maurer (carla.maurer@swisschurchlondon.org.uk, 07968 530380) or volunteer and adviser to the Consistoire Robert Kaufeler (churchward256@icloud.com)

Application deadline: 9 March 2020

Please send your application, containing your CV and a motivation letter, to carla.maurer@swisschurchlondon.org.uk

We are looking forward to hearing from you!

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