



## JOB VACANCY

### PROJECT LEAD 'BREAKFAST ON THE STEPS' (FREELANCE)

#### AT THE SWISS CHURCH IN LONDON

We are looking for a person with experience in social work and fundraising to run and supervise our weekly breakfast for people affected by homelessness and poverty.

'Breakfast on the Steps' (BoS) takes place every Tuesday morning, 7.30am – 09.30am, in the Swiss Church in Covent Garden. The breakfast is currently frequented by 40-60 guests each week.

BoS is an inclusive, non-judgemental environment which inspires hope and testifies to each person's dignity, in line with the mission of the Swiss Church to 'Love the City and its People'. At the heart of BoS is the commitment to support our guests, to know them by name, and to foster a community where everyone is valued and respected.

The Project Lead, together with a team of volunteers, secures the smooth running of the weekly breakfast as well additional provisions such as free haircuts and donations of clothing.

The Project Lead reports to the Minister of the Swiss Church in London.

#### **Responsibilities:**

- Presence at the breakfast from set up to finish, if required (Tuesdays, 6am-11am)
- Coordinate volunteer rota and supervise volunteers
- Act as a point of contact for new volunteers and manage on-boarding and training
- Complete weekly food orders, receive and store food deliveries safely at the church and order breakfast amenities (e.g. napkins, cutlery)
- Ensure the kitchen and storage areas are tidy and well-organised
- Oversee hygiene and safeguarding protocols
- Coordinate monthly haircuts for homeless people with hairdressers
- Coordinate monthly cooked breakfast with volunteers
- Print and display leaflets for haircuts, hot breakfast, and holiday schedule
- Liaise with local charities and the Council for seasonal donations (e.g. winter clothing, socks, underwear)

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

Phone 07778 516 211 · E-mail [minister@swisschurchlondon.org.uk](mailto:minister@swisschurchlondon.org.uk) · [www.swisschurchlondon.org.uk](http://www.swisschurchlondon.org.uk)

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- Leading the BoS-fundraising campaigns in collaboration with the Swiss Church team (Minister, Finance Officer, as well as individuals from the Board of Trustees)
- Ensure safeguarding and report events of crisis to the Safeguarding Officer

### **We are looking for a person with:**

- Experience in working with homeless people or other vulnerable groups, with a non-judgemental and positive attitude
- Experience in handling and de-escalating conflict situations, including dealing with those presenting with substance abuse and/or mental health challenges
- Experience in working with volunteers and their sometimes unpredictable schedules and last minute changes
- Excellent organizational and communication skills
- Creative thinking and problem-solving ability
- IT skills, incl. Microsoft Excel & Word, email, sharepoint
- DBS check or willing to apply
- Level 3 Food Hygiene Certificate, or willing to obtain this
- Completed safeguarding training with 31:8 or equivalent, or willing to complete this
- Familiarity with and interest in the life of churches today (desirable)
- Familiarity with the day to day running of a small charity (desirable)

### **Who we are and what we offer:**

- The Swiss Church in London was established in 1762 by Swiss immigrants. We are an open and creative church in the Protestant tradition. We seek to be a home away from home not only for Swiss but for all who seek a place of belonging, rest and celebration in a world which can be alienating and hostile
- 'Breakfast on the Steps' is an integral part of the life of the Swiss Church and of the local life in Covent Garden. It is a project with a good reputation and a motivated team of volunteers
- At the Swiss Church we welcome people from all church traditions or none, regardless of age, race, gender, or sexual identity
- We are a registered charity and limited company governed by the Consistoire (Board of Trustees)
- The Swiss Church employs a team of five (Minister, Venue Manager, Finance Officer, Office Assistant, and Facilities Manager)

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**Working hours:** 8-16h per week. Tuesday 6am – 11am; flexible working as required and agreed with the Minister.

**Reward:** subject to qualification and experience (freelance)

**Start and end date:** 11<sup>th</sup> March 2025 – 31<sup>st</sup> December 2025

Extension of the Project Lead role beyond this date is subject to funding.

**Familiarize yourself:** You are welcome to come and see how BoS works on the 18<sup>th</sup> and 25<sup>th</sup> February between 8.00-9.30am.

**How to apply:** Please send your application containing your CV and a cover letter by 28<sup>th</sup> February 2025 to the email addresses below.

Your cover letter should include:

- Why you are interested in the role
- What makes you a good fit for the role

If successful, you will be notified about your invitation for an interview by the end of the working day on Tuesday 4<sup>th</sup> March.

Interviews will be conducted on Thursday 6<sup>th</sup> March between 2.00-5.00pm.

The successful applicant will be invited to start the role on Tuesday 11<sup>th</sup> March 2025.

If you require any clarification or would like to discuss submitting your application in a different format, please contact Rev Manuel Zimmermann Grey.

**Contact details:** Rev Manuel Zimmermann Grey (Minister)

[minister@swisschurchlondon.org.uk](mailto:minister@swisschurchlondon.org.uk), 07778 516 211

Daniel Everett (Chair of the Board of Trustees)

[daniel.everett@swisschurchlondon.org.uk](mailto:daniel.everett@swisschurchlondon.org.uk)

We look forward to hearing from you!

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