

## Near Neighbours Co-ordinator

<b>Job Title</b>	Near Neighbours Co-ordinator
<b>Employer</b>	The Kings Centre Southall
<b>Salary</b>	£30,000 for 37.5 hours per week
<b>Office Location</b>	The Kings Centre, Southall (St John's Church)
<b>Accountability</b>	The Kings Centre Trustees Board of Trustees

### Key Relationships

- The trustees and staff of Kings Centre Southall.
- Near Neighbours Director.
- Church Urban Fund CEO.
- Local parishes, faith and community groups in the Near Neighbours region of the West, South West and North West of London.
- The Near Neighbours Co-ordinators at other Presence & Engagement Centres.
- The workers of other Partner Organisations in Near Neighbours.

### Background

- The Kings Centre Southall is a place for cross-cultural and inter-faith learning, engagement and transformation in the local community, the national church and wider society.
- Near Neighbours is an initiative of the Church Urban Fund and the Church of England. It is a response to the Government's desire to provide resources to strengthen human relationships in multi-religious neighbourhoods. The Kings Centre is delivering Near Neighbours in the west of London.
- The Near Neighbours Coordinator is critical to the delivery of the Near Neighbours programme for local communities in the West London region. The Coordinator will work in West, South West and North West London.

## Job Purpose

- To coordinate and develop Near Neighbours (Kings Centre Southall).
- To initiate, support and strengthen associations between people and groups of different faiths and ethnicities.
- To oversee the Near Neighbours grants and training programmes in the West London region.
- To deepen and strengthen key relationships, ensuring project development for existing projects.

## Key Responsibilities

- Promote Near Neighbours in the designated area.
- Develop, coordinate and sustain Near Neighbours' work in West London, with a particular focus on developing foundational strands of work in Southall.
- Explore the potential for additional activity which supports and strengthens associations between people and groups of different faiths and ethnicities.
- Encourage and support churches in creating and deepening such associations.
- Resource people and groups undertaking Near Neighbours community initiatives by offering capacity building and training through Kings Centre and other Partner Organisations.
- Coordinate the development of a network of Near Neighbours initiatives and community enablers.
- Oversee the Near Neighbours grants programme, and develop projects according to our priorities (see Grants Criteria for more information).
- Engage in monitoring and evaluating the effectiveness of the programme.
- Communicate with Near Neighbours national office (CUF) with regard to implementation and monitoring of the programme.
- Link with the other Near Neighbours regional teams.

## Specific Duties

- Promote involvement in Near Neighbours through visits to local community groups, multi faith forums and other groups, appropriate publicity and links with the media, public speaking and making presentations to raise awareness of the need to make associations. This will include maintaining existing relationships formed since the programme's inception in West London.
- Contact and visit parish clergy, leaders of ecumenical partner churches and faith leaders to promote Near Neighbours.
- Strengthen existing networks of association and engage in the development of new networks as appropriate.
- Explore the potential for developments which support and strengthen associations between people and groups of different faiths and ethnicities.
- Encourage and support new activity enabling the building of new associations.
- Offer ongoing support to identified community enablers, including volunteers, and others with access to capacity building resources for individuals and groups.
- Encourage applications to Near Neighbours' young leaders programme, Catalyst, and support with local delivery where needed.
- Offer advice and support training programmes through the Kings Centre Southall in engagement and religious literacy, in partnership with the Training Manager and Trustees.
- Provide access to Near Neighbours Fund grants, working in partnership with Near Neighbours Funding staff based at Church Urban Fund.
- Maintain accurate and effective records of all work undertaken in the West London region including visits, resources and applications.
- Provide the information required for evaluation of the Near Neighbours Project nationally.

## Organisational duties

- Manage the Near Neighbours grants programme including preliminary assessment, support of groups, and evaluation of activities, coordinating effectively with diocesan and other relevant bodies.
- Work within the context of the national Near Neighbours initiative.
- Collect and collate monitoring information and produce reports as necessary.
- There may be additional tasks not listed above that arise which the trustees will deem the responsibility of the post holder.

## Terms and Conditions

- The post is a full-time post, 37.5 hours a week.
- There will be occasional evening and weekend sessions, which will be resourced on a 'time off in lieu' basis.
- There will be five paid weeks holiday each year plus Bank Holidays.
- The post is funded until March 2018.
- The Kings Centre Southall will contribute to an established pension scheme held by the post holder at the rate of 5%.
- All agreed expenses are reimbursed.

The Kings Centre aims to be an equal opportunity employer and will ensure that no applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, disability, religion or belief, marital status, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

In accordance with the Equality Act 2010, reasonable adjustments will be made to the requirements of the post to accommodate a suitable candidate with a disability.

## Person Specification

A suitable and demonstrable level of experience in a faith and/or church based community development role	<b>Application</b>
Experience of working in multi faith contexts and skills in cross cultural communication	<b>Application and interview</b>
A sound working knowledge of financial systems, i.e. basic budgeting	<b>Application</b>
Excellent organisational skills	<b>Application</b>
All the basic IT skills, especially MS Office, and know how to access and derive information from databases	<b>Application</b>

### Highly desirable Experience/Skills

Experience of working with volunteers and community projects	<b>Application</b>
Experience of working in the voluntary and faith sector	<b>Application</b>
Good communication skills and experience of delivering effective presentations and public speaking	<b>Application and interview</b>
Local knowledge and contacts in the designated area	<b>Application and interview</b>

### Personal qualities

In sympathy with the ethos of the Church of England delivered Near Neighbours initiative	<b>Interview</b>
Ability to balance the role of an individual with considerable initiative, with the need to work as a team-member of a regional organisation in a bigger national project	<b>Interview</b>
A flexible approach to the job combining energy, enthusiasm and a will to succeed	<b>Interview</b>
Methodical and well-organised	<b>Application</b>
Ability to travel regularly across the West, North West and South West London region	<b>Interview</b>