**MISSION ASSOCIATE**

**NIGHT PROJECT WORKER**

**JOB DESCRIPTION**

**Department:** Ministries

**Reporting to:** Ministry Leader

**Responsible For:** N/A

**Location:** The Corner House, Webber Street, Waterloo

**Hours:** 39 hours per week – shifts are usually between 19:00 - 08:00.

Please note: you may on occasions be required to work during office hours.

Also, additional hours may be required on an agreed / emergency basis

**Contract:** 1 year fixed-term contract

**About Us**

At London City Mission we are passionate about sharing the love of God and the good news of Jesus Christ with the least reached in London, and to do this in partnership with churches.

To help us do that, we have developed a set of values which shape the way we work and relate with each other:

**Rooted in Christ**

We are prayerfully dedicated to doing God’s will and living in His way, according to His word

**Christ-Like Love**

We look not to our own interests but to the interest of others because we are united as brothers

and sisters in Christ

**God Glorifying Excellence**

We pursue the best that we can to glorify God and serve each other in all we do

**Spirit-Inspired Perseverance and Courage**

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

**Overall Purpose of the Role**

The Night Project Worker role is:

* To ensure the smooth and safe running of The Corner House.
* To provide a high standard of overnight care and support for the residents, staff and volunteers.
* Maintain an atmosphere where positive change and growth is encouraged and a place where residents can take positive steps that will enable them to move on and lead independent and responsible lives.
* To share the love of Christ and take opportunities for sharing the gospel with the guests.

**About You**

* You are wholly committed to growing in your evangelical faith, rooted in Christ. Prayer and the study of the Bible is foundational in your own spiritual walk and ministry.
* You will have a deep commitment to and experience in urban mission and/ or cross-cultural mission.
* You will have a passion to reach least and difficult to reach communities in London with the gospel.
* You will enjoy working as part of an LCM mission team, working alongside Christians from a broad spectrum of evangelical churches.
* You will enjoy working in partnership with churches to help our teams equip churches to evangelise the least reached in their communities.
* You will be happy to contribute your thoughts and experiences to initiatives to review the way we do things and develop further our LCM approaches.
* You will have excellent people and administration skills.
* You will be organised and able to multi-task.

**Summary of Main Responsibilities**

* Work effectively and maintain positive, respectful and supportive relationships with other staff members and volunteers.
* Maintain a safe and engaging environment between residents, staff and volunteers.
* Oversee the general well-being of the residents with the support of other staff members and volunteers.
* Supervise the volunteers when on duty at the accommodation project.
* Prepare evening meals and oversee any individual/s involved in assisting with the preparation, serving of food and clearing up to ensure that they do this in a safe manner that complies with Food Hygiene and Health & Safety Standards.
* Oversee evening activities – Bible study, film night, games night, etc. and encourage the social inclusion of the residents.
* Respond appropriately to challenging situations and behaviours of the residents to prevent potential confrontational situations escalating in a way that supports the residents and ensures that they understand the subsequent consequences of their actions.
* Deal with and resolve any complaints where possible from residents, volunteers and neighbours in a timely, appropriate and professional manner.
* Administer drug and alcohol tests as required.
* Maintain a strong level of communication with the team and ensure that they are well informed with each individual resident’s situation & progress, including any support and advice given, etc.
* Provide necessary feedback after every shift and report any relevant issues to the support worker and Team Leader to ensure that they are informed and that the residents receive the appropriate and effective support and care that they require.
* Keep up to date records as required.
* Recognise and create opportunities to share the gospel with the residents in a compassionate and sensitive manner, as well as pray with them and encourage them to attend a local church or an Alpha course, etc.
* Provide residents with one to one support working towards an agreed support plan if/when required. This may involve working with residents and support agencies/employment and housing programmes to empower and support residents to transition into permanent housing and employment.
* Maintain high standards of health and safety in all circumstances, in accordance with relevant statutory regulations, the Staff Handbook and instructions from the Team Leader.
* Participate in development activities, staff supervision and all relevant meetings.
* Adhere to the Accommodation Project Handbook and Policy's & Procedures which contain more specific guidance on carrying out this specific role.
* To undertake cleaning of the main communal areas on a rota system.
* Undertake necessary administrative tasks that are related to the role.

Please note that this is a general description of the role and responsibilities. The successful candidate may be required from time to time to perform other relevant duties not specified above as requested by the Ministry Leader or Team Leader. The specific duties and responsibilities may be altered within reason as the needs of the shelter and the role require.

**Expected Standards**

Employees are expected to:

* Fully participate in the spiritual life of LCM including attending the annual week of prayer, monthly Team Days, and weekly/daily staff prayer meetings.
* Take due care of your own Health and Safety and that of others (as appropriate) in your working environment.
* Attend LCM provided training needed to support you the delivery of the requirements of your role.
* Ensure compliance with General Data Protection Regulation principles and practice.
* Be an advocate for and role model LCM values.
* Be a committed member of a local church.
* Obtain personal support for your ministry including the raising of a financial contribution annually towards your salary in line with the fund-raising objectives of LCM.
* Develop a network of people willing to receive updates on your work and to provide prayer support.

**Key Internal Relationships:**

* Other team members in your team, other Team Leaders, Field Directors, and other Ministry HQ staff.
* Other missionaries and Mission Associates in other areas with a similar specialism of ministry to the least reached.
* Training and Mentoring.
* Other functions in LCM: Church Partnerships, Communications, Fundraising and Supporter Relations, Property and Finance and HR.

**Key External Relationships:**

* Church leaders, staff, and members of churches in your geographical area, and your own church.
* Members of other para-church organisations which help to deliver the frontline ministry.

**Person Specification**

**Qualifications and Experience**

**Essential**

* Be passionate about Jesus and the gospel, with a heart for the marginalised, and a desire to share the gospel with them.
* Have previous experience and an understanding of working with vulnerable and marginalised individuals who have previously been homeless and that may have drug and alcohol dependency problems, mental health issues and/or a history of offending, etc.
* Be willing and flexible to work additional hours in the event of unforeseen circumstances/absences of staff and/or volunteers.
* Undertake further training in relation to the role, as agreed with the Team Leader.
* Be a committed and active Christian, in full agreement with London City Mission’s Statement of Faith and Conduct.
* Possess a positive and proactive approach and attitude in carrying out all the duties and responsibilities related to the specified role.
* Possess the ability to cope, work with and manage residents with complex needs and issues who show challenging behaviour and be able to manage conflict situations as and when they arise.
* Have a friendly manner with excellent interpersonal skills and enjoy working on their own initiative as well as part of a team that includes staff and volunteers.
* Ensure that you comply with health and safety standards.
* Possess competent IT skills, including understanding of and the ability to use MS Office, Outlook and cloud storage tools.
* Willing to prepare an evening meal for 6-7 people.
* Possess a Basic Food Safety Certificate (or be willing to study to obtain one).
* Possess a First Aid Certificate (or be willing to study to obtain one).

**Desirable**

* Experience of working in the voluntary sector.
* Knowledge / Understanding of:
* Support Needs of Rough Sleepers and vulnerably housed individuals.
* Benefits entitlement: Universal Credit, ESA, HB & EA-HB for British nationals, indefinite leave to remain, EU nationals, ongoing Welfare reforms and changes with the Benefit Legislations.
* Other services, specialist support offered (i.e. for substance misuse or mental health) & suitable move on options.
1. **Key Competencies**
2. **Motivation:** Understands the main aim of LCM’s new strategy and of this new role and what this role means in practice; and is motivated to deliver the full scope of this new role as set out in this Job Description.
3. **Technical:** Knowledge and skills in evangelism and in working with churches to enable them to evangelise the least reached. Brings relevant skills to support the work of a mission team, and depending upon the particular role this could include aspects of: surveying and mapping the needs and mission opportunities in an area; supporting networking and collaboration with churches; delivering ministry; and working alongside churches to equip them to do effective evangelism.
4. **Practical Solutions**: Is able to understand the key needs, issues, challenges, and opportunities in their area; can think through a range of options for how to address these and identifies and applies appropriate practical solutions or courses of action.
5. **Influence**: Can apply a range of behaviours to engage with and influence people and adjusts the approach to suit the situation. Communicates key information clearly, simply, and confidently. Can communicate compelling stories of God at work in peoples’ lives. Can build credibility as a trusted adviser and partner.
6. **Judgement:** Makes timely and sound judgements and decisions, seeking advice and approval from their Missionary, Team Leader, or other colleagues as appropriate; ensures judgements and decisions are aligned with LCM’s strategy and goals, and that LCM make the most of opportunities. Applies Godly wisdom.
7. **Planning and organising**: Commit plans to the Lord. Shows a planful, structured and well organised approach to get things done in a timely, effective, and efficient way. Monitors progress in delivering work and keeps things on track, whilst being flexible to adjust plans if needed. Prepares for events and co-ordinates events well. Ensures resources are stewarded well.
8. **Relationships**: Able to build and maintain fruitful working relationships with a wide range of people in their churches, ministry area, and within LCM. Builds a network of people in their area and uses this proactively. Resolves conflict well and refers issues to more senior colleagues, as appropriate.
9. **Collaboration and Teamworking**: Co-operates well with others and shares information, knowledge, and expertise to support the work of the team. Willing to learn from others. Works as part of a team and contributes to team goals. Responds to requests for information and help. Works collaboratively within their own team as well as with colleagues across LCM (Field and Head Office).
10. **Drive:** Focuses on agreed priorities and manages time and effort to make progress. Proactive to get things done and to keep things on track. Stewards well their time and resources. Anticipates potential blocks to progress and finds a way forward, asking for help and advice from their Missionary, Team Leader or other colleagues when required. Takes initiative to improve ways of doing things to meet specific ministry needs or opportunities.
11. **Values:** Our four LCM values clearly shape the way they work and relate with others.

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of LCM’s changing needs.

**occupational requirement**

London City Mission (LCM) is an organisation committed to preaching the Christian gospel to the people of London.

London City Mission’s supported Night Shelter (The Corner House) in Waterloo is primarily a place of Christian outreach to the homeless people of London and the appointed person will need to be ready at all times to give account of their Christian faith. Therefore, it is essential that the Night Project Worker is committed to the vision, doctrine and ethos of London City Mission, sharing our core beliefs and values as they represent the Mission to the public (i.e. the residents) and other user groups

The Ministries Department is expected to conduct the business of LCM in line with the Mission’s Evangelical Christian ethos. The appointed person will represent LCM and must have a willingness to share their personal journey to the Christian faith and the life-transforming message of the gospel, and lead and join in prayer meetings. A full understanding of the Christian ethos which provides the basis for the strategy and objectives of LCM is essential.

On this basis, we consider there is a prima facie case that the person appointed in this role be an evangelical Christian.

Employees are required to agree to the Mission’s Statement of Faith and Conduct.

**This job description does not form part of a contract of employment.**