



JOB DESCRIPTION - TIME FOR GOD (TfG)

POST: Field Officer

MISSION STATEMENT:

TfG aims to provide quality-volunteering opportunities through which God changes lives.

ETHOS STATEMENT:

The ethos of TfG is the motivation for all our work - it is the reason why we do what we do.

The foundation of our faith and the inspiration for our work is the life, death and resurrection of Jesus Christ.

We follow God's call to accompany and encourage each other in our faith journeys and we embrace the richness and diversity of all Christian traditions.

KEY PURPOSE OF POST:

To contribute towards the achievement of TfG's aim and mission, by providing pastoral field support for all volunteers allocated to the post holder.

LOCATION: Home-Based – London and Southeast. Access to access to good public transport links

HOURS OF WORK: Part Time (18.75 hours)

REPORTING TO: Field Team Coordinator

ACCOUNTABLE TO: Director

SCOPE OF POST: Detailed outworking of Key Purpose of Post

MAIN TASKS AND RESPONSIBILITIES:

1. Provide pastoral care and support for all volunteers allocated to the postholder. Achieved through: Site visits, telephone calls, e-mails, Skype or other electronic communication and by allocating time to be available to volunteers during training conferences.
2. Troubleshooting visits to volunteers / placements as required, Emergency contact rota.
3. Build and maintain a favourable relationship with the placements allocated to the postholder.
4. Training input to conferences to include liaison with the Director and Field Team Coordinator; planning, development and co-ordination of programme (with the staff team).

5. New Placement visits and reporting back to Team Coordinator.
6. Interviewing new volunteers and writing reports as required.
7. Conducting telephone/ Zoom / Teams / Skype interviews with prospective volunteers.
8. To take part in matching meeting meetings as part of TfG team as required.
9. To help manage overseas partnerships (dependent upon individual language skills)
10. To complete all official reports (progress reports and final reports) and assist with Expression of Interests / Activity Descriptions in conjunction with team.
11. Assist in organising and attend UK volunteer Conferences – alongside Field Team.
12. Attract volunteers and new placements through active promotion of TfG on social media / prospective church placements when required.
13. To engage with and support all other members of the TfG team.
14. Attend Staff Meetings and Field Team Meetings.
15. Additional work as required by the Management of TfG.

Signed _____

Date:

Person Specification

Candidates for the post of **Field Officer** will be expected to show evidence of the following experience, skills, capabilities and aptitudes:

Qualifications & Experience

1. Knowledge and understanding of the volunteering/youth work/faith sectors.
2. Excellent organisational skills including experience of contributing to events, conferences and/or training events.
3. Experience of managing volunteers and the volunteering experience including an understanding of supervising, supporting and providing pastoral support to volunteers.
4. Excellent written and verbal communication skills, including experience and confidence in public speaking and report-writing.
5. Ability to work flexibly and responsively and use initiative to respond to complex and sensitive situations.
6. Have an understanding of safeguarding and be able to take appropriate actions when required.
7. An understanding of different cultures and how this can impact on the volunteer experience.
8. Has attention to detail and can produce high quality, accurate and precise work.

9. Computer and technology literate, including word and data processing, spreadsheet and communication packages (including Skype / Zoom) and familiarity with social networking facilities.

Personal Qualities we wish to appoint someone who has:

A personal Christian faith and a desire to develop TfG's work and mission.

12. A commitment to the vision, mission and values of the charity, that values the contributions of **all** staff, Trustees, volunteers, placements, and supporting bodies who make up the Time for God community.

13. A high level of self-awareness, an individual who understands their own strengths and weaknesses, who can work well with other people and is open to the ideas, opinions and support of others.

14. A high level of personal and professional standards of honesty and integrity.

15. The ability to positively and enthusiastically represent the interests of the Charity to stakeholders in particular, volunteers, placements and sending partners.

16. The ability to work in a self-directed and self-managed manner.

5. TERMS and CONDITIONS

The post is full time and reports to the Operations Director

1. The postholder will be home based but available to travel (as described above) and to regularly visit placements and other relevant bodies.
2. The annual holiday entitlement is (18.75 pro rata) 25 days plus public holidays.
3. A annual salary of between £23,200 – £24,150 (Pro- rata 18.75 hours)
3. Plus, a working from home allowance.
4. The charity will pay a 5% contribution direct into a pension fund after successful probation period.
5. Authorised expenses will be reimbursed.
7. Confirmation of appointment will be dependent on satisfactory completion of a general occupational health check.
8. Regular reviews will be formally carried out typically at 3, 6 and 12 months.

9. Hours of work will be 18.75 hours over 5 days per week undertaken in normal hours, but the nature of the job will commonly require flexible working. The postholder will not be eligible for overtime. Time off in Lieu must be authorised in advance by the Operations Manager.

10. This appointment may be terminated by either side with 2 months' notice in writing. The Charity may at its absolute discretion require the **Field Officer** not to attend his/her place of work for the duration of all or part of his/her notice period.

11. Confirmation of appointment by the Charity will be conditional on the receipt of references satisfactory to the Charity.