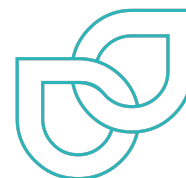


RESTORE PROJECT WORKER: PART-TIME COURSE TUTOR

JOB DESCRIPTION



TERMS AND CONDITIONS

Permanent contract
22.5 hours per week
Annual Leave Entitlement - 6.6 wks PA (including 8 bank holidays)
Salary of £24,570 (pro rata £14,742)
Based in Lincoln with delivery at various locations across the City
The role is subject to references and a clear DBS check

DESCRIPTION

Act Trust is a dynamic Lincoln-based charity founded by Alive Church with a mission to Empower People to End Poverty. To fulfil our mission we mobilise volunteers and run projects that are constantly adapting and developing. These currently include:

- **RAFT** (Restore And Food Teams) Department:
 - **Lincoln Foodbank:** Providing emergency food for people in crisis
 - **Restore Programme:** Supporting people to overcome poverty through skills and knowledge development (Life Skills, Money Management, Employability and Well-being)
 - **Community Grocery:** Providing low-cost food shopping for membership, alongside support
- **Youth:** Support young people to raise their aspirations, improve their life choices and reduce the risk of exclusion
- **Night Light Cafes:** Providing safe spaces every day of the week to support people's mental health

We are a **passionate** and **determined** team who love to **learn** and **serve** together. And with 15 years of experience working in the City, we are a **bold, empowering** and **reputable force for good**.

You will be part of the internal RAFT department that currently includes Lincoln Foodbank, the Restore Programme and Lincoln Community Grocery. You will be line-managed by the RAFT Services Manager.

The role of the Restore Project Worker: Part-Time Course Tutor is to support the delivery of the programme by running sessions in accordance with our annual plan. This includes planning, preparing, delivering and reporting/gathering evidence on sessions and supporting the ongoing development of courses and sessions during low delivery weeks.

It is a **genuine occupational requirement** for the post holder to be a practising Christian due to core elements including leading, teaching and participating in Christian prayer and worship.

Current courses include:

- Life Ready
- CAP Money*
- CAP Job Club*
- CAP Life Skills*
- Hour of Wellbeing
- Creative Wellbeing

* CAP - Christians Against Poverty - these courses require a second interview with CAP as they ask to approve all staff and volunteers delivering their material

We may develop new courses over time, and revise existing course material to which opportunity will be given for you to contribute.

Under the leadership of the RAFT Services Manager and in line with the annual programme, you will deliver sessions to guests/ beneficiaries in the following areas, listed by priority:

1. Existing Alive Church Community Groups
2. Community Groups run by partner churches, particularly those delivering Foodbank and Night Light Cafes
3. Any other partner organisation who requests us to deliver courses to their existing community groups

Courses will be delivered for members who are already connected to the groups above, however from time to time some of these will also be advertised to members of the public by the RAFT team. As part of your role we encourage you to support this promotion.

KEY DUTIES AND RESPONSIBILITIES

Delivery

- Deliver sessions as directed by the RAFT Services Manager, up to 9 hours of direct delivery time per week during term-time*
- Where required, undertake training in order to lead each of the course modules. This will include:
 - CAP Job Club Manager training
 - CAP Money course facilitator training
 - CAP Life Skills facilitator training
 - Life Ready course facilitator training
 - Hour of Wellbeing / Wellbeing courses
 - any other courses as developed
- Sessions delivered could also include training courses designed for staff and volunteers, such as Warm Welcome, and Coaching and Befriending.
- Be responsible for the collation and collection of the required equipment and resources before sessions.
- Making contact with the team leader in the community you are teaching at and building/maintaining good relationships.
- Assist with revising existing courses and exploring the creation of new material during non-term-time.

* *Term-time - mainly follows the school term periods, to enable engagement in courses by adults with responsibility for children*

Communication and Promotion

- Send reminders to the people who have been booked into courses before each session.
- Consider onward pathways for individuals who attend Restore courses. In most cases, this will be accessed through the existing community being delivered to, with the host team taking responsibility for this. However, you may have wider insight for onward support, particularly for individuals who have been externally recruited for courses.
- Seek all opportunities to raise the profile of the Restore Programme including sharing Acts and RAFT social media posts and press releases.
- Attend internal Acts and RAFT team meetings as requested, as well as any external events as directed by the RAFT Services Manager in order to promote, recruit and build strong relationship and referral pathways.

Performance Analysis and Development

- Complete, collect and collate session reports such as registers, Health & Safety checks, sign-up sheets, feedback forms and any other paperwork required.

Other duties

- Assist with occasional fundraising efforts for your team
- Actively seek personal and leadership development opportunities and training to enable you in your role
- Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues
- Actively promote and represent the ethos and work of Acts Trust and our founder, Alive Church
- Carry out any other appropriate tasks as requested by the RAFT Services Manager, Acts Trust CEO, Acts Trust Senior Leadership Team and the Board of Directors

WORK SPECIFICATION

Essential

Effective planning and teaching delivery	(A/I/R)
Good organisational skills	(A/I)
Understanding of health and safety issues and good practice	(A/I)
Work independently and be a team player	(A/I/R)
An ability to develop good working relationships with guests and staff	(A/I/R)
Effective personal and time-management skills	(A/I)
Good ICT skills	(A)

Desirable

PGCE/Cert Ed	(A/Q)
Previous experience of training with adults	(A/I)
Experience in delivering similar courses	(A/I)

Key: A – Application Form; I – Interview; R – Reference; Q – Qualification

HOW TO APPLY

If you wish to speak to someone about the role, please contact Kate Banks (Executive Assistant for Acts Trust) who can arrange a call for you. Please email office@actstrust.org.uk

If you would like to apply, please request an **Application Form** by emailing office@actstrust.org.uk

Once received, we will acknowledge receipt of your application.

If your application is selected to continue through our selection process, this may include:

1. An Initial telephone conversation to meet you, go through the role and any details in your application including your work history
2. A face to face interview in Lincoln with a 10 minute session delivery
3. A practical interview with some of our beneficiaries

We look forward to meeting you!

Application Deadline: Thursday 8th May 2025 at 12pm
Interviews: Friday 16th May (time TBA)