

Role Description for Centre Director

Reporting to: Board of Trustees

Based at Crossway (306 Richmond Road, Twickenham TW1 2DF)

Salary: £35,000 - £37,000 pro rata plus pension contributions in line with the Government's statutory requirement

Hours of work: 20 – 25 hours per week (negotiable). You will occasionally be required to work out of hours and flexibility will be expected.

Safeguarding: Appointment will be subject to a satisfactory enhanced DBS check.

About the role:

As Director you will support an enthusiastic board of trustees, having overall responsibility for running and developing the work of the charity, including raising awareness of the work we do. This will include managing the budget for the charity, and line management of a team of staff and volunteers.

About the candidate:

We are seeking an individual who is passionate about our vision and who will combine spiritual maturity with excellent skills in charity management.

One of the benefits of working in a small charity as a key member of a friendly team is that you can make your role your own and develop it further according to your interests and skills. The successful candidate will therefore be able to demonstrate they are an entrepreneurial self-starter who would relish this opportunity.

About Crossway Pregnancy Crisis Centre:

Our vision - is to become a 'safe place', offering free, unbiased and confidential support for anyone experiencing any pregnancy crisis, and to help young people and adults flourish by building healthy sexual relationships, ...and to help young people and adults flourish in the areas of building healthy sexual relationships and good decision making capability

Our mission - is to meet our aims by providing the following:

- Free, confidential, and unbiased counselling, listening and support to those experiencing those facing unplanned pregnancy or pregnancy loss, including abortion, miscarriage and still birth. These can take place in person or online, or by telephone.
- Unbiased education services which promote healthy personal relationships, mature sexual relationships and an understanding of pregnancy for young people and adults.

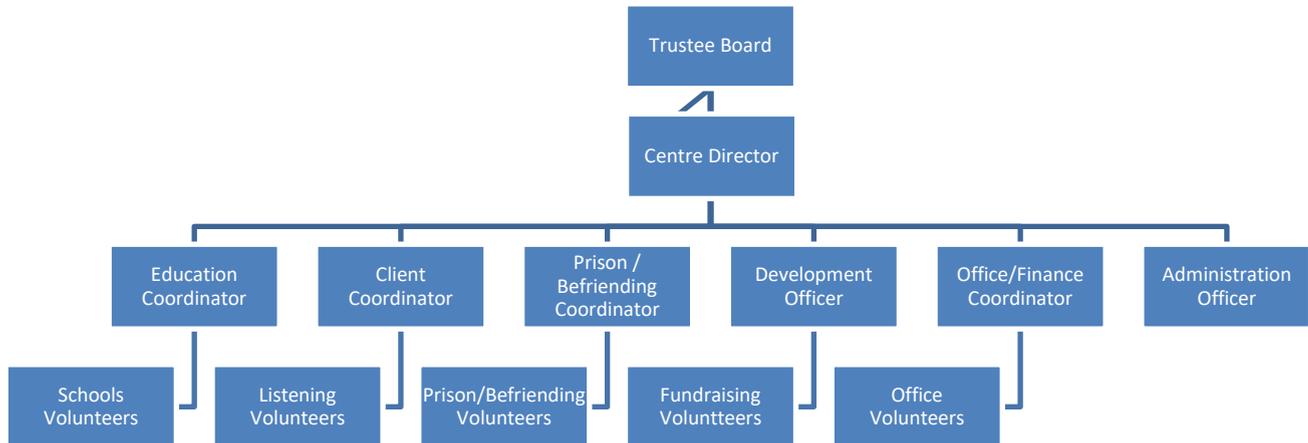
Our activities - these include:

- Provision of free and confidential listening support sessions for individuals and couples
- Provision of the counselling service at the West Middlesex University Hospital Termination Unit
- Befriending support for those continuing a pregnancy in difficult circumstances
- Delivering lessons in local primary and secondary schools and to teenagers in youth clubs about puberty, sex, relationships, unplanned pregnancy choices and resilience
- Delivering the "I Am" relationships course to women in prison
- A complete overhaul of our IT and Website is in progress, to equip us to grow well as a charity.

Crossway Pregnancy Crisis Centre Ltd is a Private Limited Company no 8010183; Charity no 1148979

JOB DESCRIPTION:

Crossway Pregnancy Crisis Centre Organisation Structure



The role of the Centre Director sits at the hub of all the activities of the Centre, and time management skills to incorporate the different tasks required for this are essential. Tasks include

- Line managing the staff team, including organizing team and individual meetings as appropriate, and conducting annual appraisals for the staff.
- Managing engagement, recruitment and support for volunteers who support each of the different areas of the work.
- Managing the budget for the centre.
- Organising collection and collating of statistics relating to the activity of the charity and preparation of reports for trustees, fundraisers and other stake holders.
- Attending Trustee meetings (usually bi-monthly), and completing any tasks needed to support sound charity governance.
- Being the public face of the charity when called upon, for example in local community events and media reports.
- Ensuring that the work of the centre is thoroughly grounded in prayer, for example by arranging prayer letters and meetings and maintaining an up to date list of prayer supporters for the centre.

PLEASE NOTE: This job description gives a broad overview of the types of responsibilities but is subject to change in discussion with the Trustees, based on needs/demands in the work of the charity.

PERSON SPECIFICATION:

Essential:

1. Highly organised, creative and self-starting, bringing relevant experience to the role.
2. Experienced in staff management and supervision, including fluency using the components of Microsoft Office 365.
3. Able to engage effectively using current communication channels, such as social media and websites, to raise awareness of the services we offer.
4. Demonstrating humility and the ability to work within a team.

Crossway Pregnancy Crisis Centre Ltd is a Private Limited Company no 8010183; Charity no 1148979

Website www.crosswaypregnancy.org.uk

5. A people person – they need to relate well and easily to people from all walks of life, and to every role within the organisation (*do people feel comfortable around you?*)
6. Strong leadership skills and ability to delegate (*do people follow you?*)
7. Administrative skills (*do you habitually seek after order in the way things are organised?*)
8. Flexibility (*can you adjust your working week to include evenings and weekends when needed?*)
9. Spiritual – secure and mature in your faith and practical outworking of this. (*have you been a Christian for at least 3 years and can you demonstrate an active walk with the Lord?*)

Highly Desirable:

1. Experience of working in the charitable sector
2. Experience of Counselling practices
3. Familiarity with managing volunteers.
4. Experience or knowledge of delivering programmes of study in an educational context.

How to apply:

Application is by **Application form and CV** with reference to the job description, person specification, and statement of faith. Please set out clearly what skills, experience and qualities you will bring to the role and how your Christian faith informs your understanding of the work and vision of Crossway Pregnancy Crisis Centre. (Application pack is on our website at <https://www.crosswaypregnancy.org.uk/vacancies.html>)

You are strongly encouraged to arrange a visit to the centre prior to submitting your form. To do this, please contact our current Director Karen (karen.pitchford@crossway.care)

Please include the name and contact details of **two referees**: one to be your most recent employer and the other a senior leader at your church who knows you well. References will not be sought prior to the interview.

Please send your completed form and CV to Martin Norfolk (martin.norfolk@crossway.care)

The closing date for applications is **5 p.m. on Friday January 22nd**.

Interviews will take place in the first two weeks of February 2021. You will be notified if you have been shortlisted for an interview.

In order to safeguard Christian culture and ethos and in keeping with the Equality Act 2010 (Schedule 9 Para 3) Choices' Trustees have an occupational requirement attached to this role requiring you to be a practising Christian.