

Spear Centre Manager (Joint Venture)

Job Description

Job Title:	Spear Centre Manager
Responsible to:	Head of Coaching
Responsible for:	Spear Lead Coach, Graduate Coach and Career Coach (where applicable)
Liaises with:	Head of Coaching, affiliated Spear Trust, Partner Church, Coaching Manager, Spear employers team, referral agencies (JobCentre Plus, Connexions, Young Offending Team), young people, donors, volunteers, local businesses

To oversee the day to day running of the Spear programme at the centre, ensuring it is run to the highest standard, and developing local networking and partnership opportunities. To enable excellent delivery of the Spear programme at the partner church to the highest possible standard as an expression of the Christian life and faith.

As part of our growth model Resurgo-Spear works in partnership with the local church. Each of our Joint Venture centres are hosted by the local church and facilitated by a Spear Trust that has been birthed out of the church.

Together the Spear Trusts and Resurgo manage the Spear Coaches professional and pastoral progression. The Spear Trust employs their affiliated Spear Coaches and will liaise with them regarding the running of the centre. Resurgo will support the coaches with training, development and management.

Key Responsibilities

a) To oversee the delivery of the Spear Programme at the centre

Ensuring the programme is delivered in line with agreed targets regarding the quality of the programme and outcomes for the young people and the team. This will involve monitoring the young people's progress at every stage of the Spear Programme. Reporting on the progression of the Spear Centre to the Spear Trust at Trustee meetings and other requests.

b) Line management of the Spear team at the centre

Taking responsibility for supervision and development of the Lead Coach, Graduate Coach and if applicable, the Career Coach. This includes providing support, training, feedback and evaluation in liaison with the Head of Coaching.

c) Lead Coach on the Spear programme

The Centre Manager and Lead Coach will both take responsibility for lead coaching in the training room. This involves overseeing the coaching, behavioural management and preparation for sessions.

d) Continuous professional development

Continually engaging in professional development as a Coach, including coaching as part of the wider corporate coaching programmes internally and externally, and supporting the Head of Coaching with overall team training and development.

e) Assisting with fundraising, donor relations and communication activities

Providing support to the affiliated Spear Trust in implementing the funding strategy, donor relations and communication activities. Support in these areas will extend to Resurgo in the development and implementation of sustainable ways to fund the centre.

f) Financial supervision for the centre

Supervising and reporting on the financial budget for the direct costs of the centre to the Spear Trust Treasurer and/or Head of Coaching.

g) Local business and partnership liaison

Networking and developing relationships with local businesses to create opportunities for volunteering, job opportunities for the young people, company visits and financial support. Liaising with any key representatives of local partnership organisations on the running of the centre and maintain an effective and proactive relationship. Working with the local Spear Trust to develop potential connections through their local network, within and outside the Partner Church.

h) Building/Site management

Liaising with the affiliated Spear Trust and Resurgo Head Office on site issues and work to resolve them as soon as possible. Maintaining a professional space in both the office and training room, and developing effective relationships and processes with other users within the building. Ensuring health and safety policies are followed out as per the affiliated Spear Trust's policies.

i) Active participation in Resurgo's team and support for Resurgo's mission

To help build and develop Resurgo's ethos and Christian life as a team member including leading and contributing to regular prayer meetings, at both Resurgo and the Partner Church, as an integral part of Resurgo's operation and for the success of its mission.

j) Church Community Liaison

To build a strong and committed network of supporters in the Partner Church community in order to help source employment, funding and volunteer opportunities for the charity alongside developing the engagement and backing of the church members. This will involve establishing a personal presence within the community, and may entail speaking at church Sundays, meetings and events and providing information for church communications. Meeting regularly with the Partner Church Vicar to review and implement the partnership and church integration strategy. Manage the Graduate Coach's involvement and development of church engagement, helping to create opportunities for the Spear Centre and their own development.

Person Specification

- Ability to personally represent the Christian values of Resurgo
- Heart for working with young people and commitment to transforming urban communities
- Dynamic and engaging Coach with excellent communication skills
- At least two years' experience in training and development design and delivery
- Enthusiasm for the practice and understanding of coaching and training techniques
- Effective interpersonal skills and high emotional intelligence
- Strong leadership and management skills

- Professionalism and competence in working with corporates
 - Exercises initiative, highly self-motivated and a forward planner
 - Ability to translate ideas in to practice
 - Excellent administration and organisational skills with an eye for detail
 - Good time management skills with ability to prioritise workload
 - Works well under pressure and meets deadlines
 - Excellent telephone manner
 - Microsoft Word, Outlook, Excel, Access and PowerPoint competent
 - Accurate and efficient in typing and work methods
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Working Requirements

- **Some roles will require the candidate to attend the local church**
 - Monday – Friday 9.30am - 5.30pm
 - Occasional evenings per term (for events such as Spear Celebration evening as well as fundraising events for both the affiliated Spear Trust and Resurgo)
 - Occasional staff development and training events
 - 25 days annual leave
 - Participating in the wider staff team at the Partner Church including taking an active part in staff and prayer meetings and key events
 - A DBS check will be requested in the event of a job offer
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