

## JOB DESCRIPTION

JOB PROFILE	
Job title	Safehaven Volunteer & Drop-in Coordinator
Team/Department	Safehaven
Reports to	Safehaven Saturday & Men Lead
Principal Location	St Peter's Church
Travel required	Minimal, occasional trips
Work pattern / hours	8-hours per week (5 hours on-site Saturday, 3 hours flexible admin hours)
Rate	£15 per hour
DBS check required (Yes/No)	Yes
Special conditions of employment	None
Date written/updated	March 2025

**ROLE CONTEXT**

The vision for St Peter's Brighton is to play our part in the evangelisation of the nation, the transformation of society and the revitalisation of the Church. Each member of staff plays a key role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture.

**ROLE PURPOSE AND OBJECTIVES**

We're looking for a compassionate, organised and proactive individual to join our team as the Safehaven Volunteer & Drop-in Coordinator. This role plays a vital part in coordinating and supporting the volunteer teams and ensuring the smooth and safe running of our Saturday evening Safehaven Drop-in, a space offering a hot meal, hospitality, and hope to 100–120 homeless, vulnerably housed and disadvantaged guests each week in central Brighton.

You'll also help support volunteers across both our Safehaven Saturday and Safehaven Men's Ministry, ensuring consistency, safeguarding compliance, and volunteer wellbeing.

You will be supported in your role by a member of the clergy, who has overall oversight of both Safehaven Saturday and Safehaven Men, and will be available to provide guidance, pastoral support and strategic direction as needed.

**KEY RESPONSIBILITIES**

**Safehaven Saturday Drop-In (Saturdays, 3–8pm on-site):**

- Print registers and prepare materials for the session.
- Oversee the running of the drop-in to ensure it is welcoming, well-organised, and safe.
- Provide on-the-day support to the Volunteer Core Team Leaders and hold overall safeguarding responsibility.
- Coordinate the Communion Service (approx. 5:45pm), either by leading it yourself or arranging others to lead and give a short reflection.

- Ensure smooth delivery of a two-course meal and a calm, respectful atmosphere.

**Volunteer Coordination - across Safehaven Saturday & Safehaven Men (3 flexible hours, office based):**

- Oversee a team of 100+ volunteers, ensuring safe recruitment and up-to-date safeguarding training.
- Provide weekly communication to volunteers and maintain an 'info-only' WhatsApp group.
- Onboard new volunteers via ChurchSuite and lead regular inductions.
- Lead weekly volunteer availability polls and ensure rota coverage (approx. 30 volunteers needed weekly).
- Support and encourage the Volunteer Core Team Leaders (8 members) and help ensure they are equipped to lead.
- Manage volunteer data and communication via ChurchSuite.
- Maintain safeguarding records and training logs.
- Organise rotas and update volunteer records.
- Provide ongoing encouragement and pastoral support to volunteers as needed.

**Team Recruitment**

- To actively recruit for the various roles that make Safehaven Saturday possible, prioritising recruitment into leadership roles
- To communicate the recruitment needs of Safehaven Saturday to the wider leadership (staff & lay) team.
- To continually explore the re-shaping of roles around the ability, availability, and ambition of the volunteer team and leaders.
- To create leadership spaces for people to serve within that make the most of their giftings in accordance to the need of the ministry.

The post holder will comply with all standards, policies and procedures set by St Peter's including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

**ROLE DIMENSIONS**

Financial management	Yes – Giving income and finance, finance transactions, training budget.
People management	Volunteers
Key relationships – internal	Head of Safehaven, Vicar, Associate Vicars, Staff team
Key relationships – external	Church plants, Diocese

**ESSENTIAL AND DESIRABLE SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS**

***Essential***

- A heart for hospitality, inclusion, and serving people on the margins.
- Strong organisational and administrative skills.
- Experience coordinating or leading volunteers.
- Confidence in holding responsibility for safeguarding and team dynamics.
- Comfortable leading a simple Christian reflection or facilitating others to do so.

- A calm, encouraging and reliable presence on-site.
- Excellent communication skills both written and oral, and an ability to train others.
- Self-motivated, with a flexible attitude.
- High degree of discretion and understanding of confidentiality issues.
- A sense of humour and fun.
- Willingness to give and receive feedback and respond accordingly.
- Flexibility to adapt to changing circumstances and to develop new ways of working.
- Ability to work under pressure and to tight deadlines and manage a range of responsibilities.
- Excellent time management skills with proven ability to prioritise workload.
- Highly organised, ability to work on your own initiative.
- Strong attention to detail.
- A 'can do' attitude.

***Desirable***

- Knowledge of ChurchSuite.
- Competency with digital tools (e.g. email, ChurchSuite, WhatsApp – training provided).

***What we offer***

- A supportive working environment and opportunity to make a tangible difference in people's lives.
- Training on ChurchSuite and digital communications.
- Flexible working for non-drop-in hours.
- Health benefit scheme through Health Shield.
- Ongoing support from a member of clergy and opportunities for spiritual formation and pastoral care.

**WORK EXPECTATIONS**

- Part time – Saturday, 3-8pm, Mid-week – 3-hours, flexible.
- 25 days' (pro-rata) holiday per annum plus statutory bank holidays
- Whilst the role is part-time, the role holder *may* be asked to work other key dates or times as the needs of the church dictate, such as Annual Parochial Church Meetings and special services such as Christmas & Easter.

This job description details responsibilities but is not prescriptive and does not direct any priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of St Peter's, following appropriate consultation.