



Job Description

Job Title: Glasgow Winter Night Shelter Manager
Reports To: Head of Projects
Contract: Fixed Term: 01-09-2019 to 30-04-2020
Hours: 14hr/wk Sept & Oct, 21hr/wk Nov, 35hr/wk Dec-Mar, 14hr/wk Apr (full-time = 35hrs)
Salary: £33,137 pro rata
Job Ref: **MGR-GWNS**

Application Instructions: Please return a completed application form along with a current CV to:
Recruitment Department (Private & Confidential)

JOB REF (MGR-GWNS)

Glasgow City Mission

20 Crimea Street

GLASGOW

G2 8PW

Or email: info@glasgowcitymission.com with the subject line **Job Ref MGR-GWNS**

Closing Date for applications: **Sunday 9th June**

Interview date: **Thursday 20th June**

Position Summary:

The vision of Glasgow City Mission is to see our city and its people flourish, where people are accepted and can experience real change in their lives. The Glasgow Winter Night Shelter (GWNS) Manager, under the direction of the Head of Projects, has responsibility for the planning, delivery and development of Glasgow City Mission's GWNS project for the 2019-20 season. The service is delivered by a dedicated team of staff and volunteers. The role will require flexibility from the successful candidate to manage their working hours in order to attend partner meetings, meet with GWNS staff and connect with the Glasgow City Mission Project Team.

Essential Job Functions:

- Plan and direct the full operation of GWNS ensuring safety of clients, volunteers and staff
- Recruit, support and line-manage the staff team, in particular supporting the Team Leaders
- Recruit and coordinate a rota of volunteers, both regular individuals and church teams
- Co-ordinate and provide relevant and appropriate training for staff and volunteers
- Represent GWNS to partner agencies, donors and statutory services
- To organise partnership meetings and influence the services of partners towards the common goals of the GWNS
- Arrange supplies and maintenance for the GWNS
- To effectively monitor the GWNS and communicate with the Glasgow City Mission City Centre Project team
- To attend meetings deemed appropriate
- Other duties commensurate with the post, in consultation with the Head of Projects

Job Requirements:

- Educated to degree standard or equivalent
- Previous experience in health/social care/community/rehabilitation work is desirable
- Knowledge of the key issues involved in homelessness and drug and alcohol misuse (especially in Glasgow) is desirable
- Excellent skills in inspiring, leading and managing a team

- Ability to develop healthy and influential relationships with partners to deliver enhanced and positive outcomes
- Good project management skills
- Experience of supporting volunteers
- Excellent inter-personal skills, and an ability to interact with challenging service users
- Good organisational and administrative skills
- Self-motivated and a team player

Applicants should also have a Christian faith and a live church connection. This is a Genuine Occupational Requirement in terms of the Employment Equality Regulations 2010.

Ethos:

The ethos of Glasgow City Mission is the motivation for all our work – it is the reason why we do what we do. It is to work together to extend Jesus’ model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching. We are inspired by the message, life and example of Jesus through which God’s unconditional love for all people is expressed. While this ethos is given life through our relationships, the way we work together and behave with one another, both demonstrate and authenticate our beliefs.

This is all rooted in our faith in Jesus Christ and in his love, which compels us to serve others, putting their needs first. When we work together it is this faith which directs and influences our internal relationships as well as our work with those who Glasgow City Mission is seeking to serve. In this way we operate on the understanding that our activities are simply an expression of our faith; that our “doing” derives directly from our “being”. There is an essential and indissoluble link between the inner and the outer, the private life and the public face of Glasgow City Mission. The link between who we are and what we do cannot be broken.

Package:

- £33,137 pro rata
- Work week varies from 14 to 21 to 35 hrs depending on month in season
- 42 days leave pro rata
- Contributory pension scheme
- 1-month notice period
- Cycle to work scheme
- Evening, weekend and occasional overnight work is expected

Glasgow City Mission’s Commitment:

Glasgow City Mission will ensure that you are given the support you require to undertake the above tasks, including regular supervision and support. Glasgow City Mission also commits to providing a safe environment for work. Offer is subject to positive references and satisfactory Disclosure Scotland check.

Glasgow City Mission Statement of Faith

We at Glasgow City Mission are Christians who unconditionally value the people we serve. We believe in the living God who loves us & transforms lives. Because of this, we are inspired to share our faith, have compassion and seek justice for people in need. We are bible based, Jesus centred, Spirit led and dependent on God and the power of prayer.