

# Holy Trinity, Warrington

Reflecting the love of Christ in the heart of Warrington

## Job Description & Person Specification

welcoming, supportive, accessible...



### New Role - Capacity, Partnerships & Funding Coordinator (Coffee Bar)

#### *Key terms*

<b>Employer:</b>	PCC of Holy Trinity Church Warrington
<b>Salary:</b>	Up to £16.00 per hour [FTE up to £31,200 per annum] depending on experience
<b>Pension:</b>	Nest, with employee contributions of 5% and employer contributions of 3% on qualifying earnings
<b>Part Time:</b>	Average 20 hours per week, with an element of flexi time/time-off-in-lieu to accommodate busy periods
<b>Type of Contract:</b>	Permanent
<b>Place of Work:</b>	Holy Trinity Church, with travel to other locations in Warrington and some travel to other locations in Liverpool Diocese
<b>Holidays:</b>	FTE 25 days plus bank holidays
<b>Other:</b>	Employer sick pay scheme, casual dress, occasional working from home
<b>Reports to:</b>	Vicar
<b>Start Date:</b>	April 2025
<b>Probationary period:</b>	Six months

#### *What is Coffee Bar?*

Much more than a café, Holy Trinity's Coffee Bar provides a welcoming, supportive and affirming space for all. A cherished place of community, friendship and belonging for almost 40 years, most of the people we support live with poverty, disadvantage, discrimination, social isolation and/or chronic health conditions. Coffee Bar makes a real difference in people's lives by:

- serving hot & cold refreshments at no charge
- being accessible to all (no barriers, judgments, expectations or faith requirements)
- offering pastoral and practical care and support
- working at our guests' pace – a person-centred space with no pressure to engage
- facilitating our very popular crafts & activities table
- nurturing community
- connecting people with statutory and other VCFSE services
- providing volunteering opportunities, unlocking skills and confidence, and helping our people to live fuller lives
- maintaining a strong safeguarding environment

Coffee Bar compliments other town centre services by creating the space which allows people to build trust to seek the help they need. The people we support tell us we have helped them recover from crises and stopped them from falling into crisis in the first place. We think strategically, work collaboratively, and our success in supporting some of the most vulnerable and hard-to-reach people in Warrington attracts others to work with us to meet the needs of our community.

The importance and impact of our work has been recognised by The National Lottery Reaching Communities Fund which has awarded us five years' funding, including funding for this new role.

### ***Holy Trinity's Vision***

From our historic church building, set amongst the shops in Warrington's evolving town centre, Holy Trinity's mission is to "Reflect the love of Christ in the heart of Warrington". This was reaffirmed to us when our vicar, Rev Shirley Cowan, felt God saying "This is my thumbprint in the town centre; express my love in that place now".

Fundamental aspects of our vision are being an asset for the town of Warrington, being open and accessible to all and working in partnership. We believe our Coffee Bar is central to God's vision for Holy Trinity and that we are being called to:

- Develop the Coffee Bar into a missional hub which partners and collaborates with others in the third sector to work for justice, wellbeing and community for the people of Warrington
- Build sustainable capacity so we can consistently support more people in more ways, including extending our opening hours over the longer term
- Partner and collaborate with statutory agencies and fellow VCFSEs

### ***Role Purposes***

- Capacity building - developing skills, support and structures:
  - Being an executive member of our Coffee Bar Committee
  - Increasing Coffee Bar's effectiveness and sustainability, equipping Coffee Bar for growth to deliver our mission over the longer term
  - Ensuring our plans and actions reflect the needs of our community, with an emphasis on people who are finding life difficult and promoting equity, diversity and inclusion
  - Enhancing our impact, enriching the lives of individuals and our community as a whole, and helping to build capacity within our community
  - Providing cover for the Coffee Bar Coordinator when they are on leave
- Sustaining and enhancing our partnership and collaborative working model with statutory agencies and fellow VCFSEs
  - Maintaining and enhancing existing relationships
  - Extending our local knowledge, including on the range of agencies and services available
  - Identifying opportunities for collaborating with other third sector organisations and community stakeholders for community capacity building
- Building financial resilience
  - Developing alternative income streams and building a funding pipeline
  - Identifying, coordinating and drafting funding applications
  - Ensuring compliance with funder requirements and our fundraising policies

This is a new and multi-faceted role which will develop over time. Your initial focus will be on capacity building and partnership/collaborative working with a view to extending our opening hours from 2026 so we support more people and have a greater impact on our community.

### ***Context of this New Role***

Because of the nature and the importance of the role to implementing our vision, we are seeking candidates with experience in at least two of the three key areas of capacity building, developing partnership working and funding (or deep experience in one of these areas).

Coffee Bar responded to Covid and the cost-of-living-crisis by becoming more intentional ("professionalising"). We recruited our Pastoral Support Worker & Coffee Bar Coordinator, strengthened our control environment, expanded our offering and recruited new volunteers. We strengthened our local knowledge, extended our training and continually foster partnership working.

At the same time, Warrington Borough Council and our health services are moving towards a more holistic, preventative and community-led approach to wellbeing. This includes an emphasis on collaborating with VCFSEs such as Coffee Bar. This multi-agency, collaborative approach recognises the benefits of investing in “prevention” by promoting “Living Well” and reducing the extraordinary human and financial costs of trying to “resolve” crises which could have been prevented. Their vision for Warrington is to be “a place where we work together to create stronger neighbourhoods, healthier people and greater equality across our communities”.

In recognition of the valuable role Coffee Bar plays in Warrington’s crisis-prevention and crisis-resolution ecosystem, we have been awarded grant funding to recruit this new role. It is a sad reality that there are many opportunities to support people in our town, and how our service develops will take prayer, discernment, time and much working together. A fundamental part of this role is helping to decide what our offering will look like in 2026, in three to five years’ time and beyond, all in the context of Warrington’s evolving “Living Well” landscape – while that is incredibly exciting, it requires the post holder to navigate uncertainty and change.

### ***Personal characteristics***

- Shares our passion for serving those crossing our threshold and for those in need in our town
- Conducts yourself in a manner appropriate to a Christian organisation
- Self-motivated, flexible and adaptable, content to work both independently and collaboratively as part of a team
- Enjoys meeting people and isn’t too phased by differences of opinion / things taking longer than might be ideal / curveballs
- Non-judgmental when engaging with people with different needs, beliefs and opinions
- Ability to deal sensitively with people in need while being assertive and remaining in control should you encounter participants experiencing distress, anger or crises
- A person of integrity who is committed to our confidentiality and safeguarding policies
- Good time-management and organisational skills
  - able to prioritise tasks and manage workload
  - a willingness to say “no” or “not yet”
- A positive attitude to change and the ability to manage change sensitively

### ***Essential experience and skills***

- Previous experience working in a multi-faceted role in at least two of the key role facets (capacity building, partnerships, fundraising), or deep experience in one of these areas
- When asked by stakeholders, able to articulate why Coffee Bar is fundamental to Holy Trinity’s mission of reflecting the love of Christ in the heart of Warrington without either creating dissonance with your own values and beliefs or undermining those of Holy Trinity
- An excellent communicator and relationship-builder
- Excellent spoken and written English
- Strong advocacy and influencing skills
- Minimum of Grade C or equivalent in English Language and Maths GCSE
- Right to work in the UK

### ***Desirable skills and experience***

- Previous experience in a charitable setting
- Valid UK driving licence

### ***Those you work with***

The Capacity, Partnerships & Funding Coordinator is a member of the staff team and should attend staff meetings. Reporting into the Vicar<sup>1</sup> and meeting regularly with the PCC, the post holder will work closely with Coffee Bar Committee, the Pastoral Support Worker & Coffee Bar Coordinator, the Church Administrator and our volunteer team – some members of our volunteer team are under the age of 18 and others are vulnerable adults. Your duties will include providing “non-pastoral” cover when the Coffee Bar Coordinator is on leave, which may on occasion involve giving lifts to vulnerable adults or accompanying them to arrange appointments (eg housing, welfare) or to medical facilities (eg A&E).

### ***Safeguarding and safer recruitment***

Holy Trinity is committed to safeguarding children, young people and vulnerable adults and to safer recruitment. Our safeguarding statement can be found at <https://htwarrington.org.uk/policy-statement-on-children-young-people-vulnerable-adults-and-holy-trinity-church/>. Candidates progressing to interview will be required to provide at least two references

- one must be from a relevant employer
- the other reference may either be from a relevant employer or a charitable organisation where the candidate has relevant volunteer experience

As part of this referencing process, we will request information from candidates’ previous employers about any findings of sexual or other exploitation, abuse and/or harassment during employment, or incidents under investigation when the candidates left employment.

As this role involves contact with guests and volunteers some of whom will be vulnerable adults or young people, all offers of employment will be subject to appropriate screening checks, which include criminal records checks. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (the Act) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Order). Candidates are therefore not entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failures to disclose such convictions could result in dismissal or disciplinary action by Holy Trinity PCC. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies. By submitting an application, candidates confirm their understanding of these recruitment procedures.

The person appointed will be required to undertake relevant safeguarding training and to work in accordance with our safeguarding policies, processes and procedures, including safer recruitment of volunteers/team members.

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<sup>1</sup> Please note reporting structures are subject to change