



Job Information Pack

Trinity Lunch Club Coordinator

Trinity Methodist Church, Spennymoor, DL16 7NB.

Closing date: **30th April 2025.**

*Interview date: **12th May 2025.***

About Trinity Lunch Club:

Trinity Lunch Club (TLC) is a project of Trinity Methodist Church, Spennymoor that presently offers a monthly lunch club for people over the age of 50 years.

The purpose of the TLC is to enable social interaction through the provision of a low-cost meal and access to enriching activities, whilst offering general guidance and support. It allows us to continue to offer Christian service to our local community, to make connections and show Gods love in a practical way, supporting those who attend.

Through grant funding we are delighted to be able to expand this to a weekly service.

To support this effectively, we now seek to appoint a coordinator on a part-time 18-month fixed term contract to work with the leadership team, who are drawn from the Church Council of Trinity Methodist Church, to oversee the project and to recruit a volunteer team.

The coordinator will be responsible for promoting and developing TLC through organising food provision and, with proven experience in a food setting, be confident working with TLC members to prepare a hot 2 course meal every Monday.

Working pattern:

Available to work every Monday, excluding bank holidays where hours can be worked on another day appropriate to needs and planning.

Faith:

A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

Training:

The successful applicant is required to complete Methodist Safeguarding and the necessary food hygiene/safety training at the earliest opportunity.

Next steps:

We encourage enquiries and we welcome informal conversations about the vacancy. In the first instance direct these to Joanne Lancaster at 07800887251.

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

1. Closing date:	30 th April 2025
2. Interview date:	12 th May 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Trinity Methodist Church

Job Title: TLC Project Coordinator.
Employed by: Trinity Methodist Church.
Location: Trinity Methodist Church, DL16 7NB.

Reports to: Accountable to the Managing Trustees of Trinity Methodist Church through an appointed Line Manager.

Key relationships: The leadership teams, staff and volunteers of Trinity Methodist Church and Trinity Lunch Club (TLC).
 (Internal)

Key relationships: The members, users and visitors to Trinity Methodist Church, TLC, the Place to Be Project and staff and representatives from local support services and agencies, and suppliers.
 (External)

Purpose of role: To develop, enhance and promote the existing TLC through *working well* with a diverse range of stakeholders both internal and external to Trinity Methodist Church.

Main responsibilities:

- To promote TLC by appropriate means, including word of mouth and social media to increase attendance.
- To develop the service and support offered to TLC members by proactively linking with community organisations and relevant agencies.
- To encourage, support and train a team of volunteers to help deliver TLC.
- To cost, organise and prepare a freshly cooked 2-course meal each Monday.
- To organise transport for those who otherwise would not be able to attend TLC.
- In conjunction with TLC members, organise engaging and relevant activities.
- To manage a budget, with support from the TLC leadership team.
- To keep records for the purpose of monitoring the project.

Other requirements:

- Maintain a good understanding of the culture and promote the values of Trinity Methodist Church and all the projects associated with it.
- Undertake all other reasonable duties that are asked of you, and which support the evolving mission of the Church.

Summary of terms and conditions:

Contract type	Part-time 18-month fixed term contract.
Working hours	8 hours per week.
Working pattern	Mondays with flexibility as required.
Rate of pay	£12.60 per hour.
Location	Trinity Methodist Church, DL16 7NB.
Annual leave	Annual leave for this post it is calculated to be 39.6 hours.
Probation	Employment is conditional on the satisfactory completion of a 6-month period of probationary service (potential to extend to 12-months).
DBS disclosure	Employment is conditional on a satisfactory DBS disclosure.
Right to work	Employment is conditional on demonstrating the right to live and work in the UK as required by the Immigration & Asylum Nationality Act 2006.

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Training and Qualifications			
Catering qualification (i.e., C&G, NVQ, etc)		Yes	A, I, Q
Food hygiene qualification (minimum level 2)	Yes		A, I, Q
First Aid Certificate.		Yes	A, I, Q
Knowledge, Skills and Experience			
Knowledge of food preparation with good all-round cooking skills.	Yes		A, I, E
Knowledge of food allergens.	Yes		A, I
Experience in safely recruiting, motivating, and developing volunteers.		Yes	A, I
Experience of managing a budget.		Yes	A, I
Experienced user of social media.	Yes		A, I
Qualities and Aptitudes			
Excellent communication and inter-personal skills, able to demonstrate a professional, approachable and sensitive style.	Yes		A, I
Able to demonstrate a non-judgemental, approachable, and sensitive style, having a welcoming and friendly demeanour.	Yes		A, I
Able to pro-actively build networks, working collaboratively with a diverse range of stakeholders, identifying opportunities through effective community engagement.		Yes	A, I
Able to understand appropriate boundaries and maintain good relationships in all professional and personal interactions.	Yes		A, I
Able to motivate self and others, particularly volunteers.	Yes		A, I
An active listener with excellent interpersonal skills.	Yes		A, I
Any Other Requirements			
A commitment to undertake Methodist Safeguarding Training.	Yes		A, I
An awareness and sensitivity to issues of Equality and Diversity in the Church.	Yes		A, I
A commitment to work Monday and, as necessary, flexibly as the job requires.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		A, I

Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E,** Exercise

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.