



Embrace Warwickshire Ltd  
info@embrace-uk.org

## Job Description

Post Title: Project Manager  
Reporting to: Director & Trustees  
Post Details: 16hrs / week. £23,571 pro rata (based on 37.5 hours full time week).  
Permanent contract, 6 months probation  
Location: Coventry

## Mission Statement

***Standing for Justice, Walking to Freedom.***

***Embrace upholds the right of all women to be accepted and heard, and to be equipped and empowered in their pursuit of freedom, purpose and fulfilment in life.***

Our primary aim is to serve women in need, with a focus on women involved in street prostitution or sex work, by accepting them as they are, giving voice to their needs and providing emotional, spiritual and practical support in their journey to independence and wholeness. We will do this by;

- Providing services that will assist women in their intellectual, physical, emotional, and spiritual restoration and development;
- Mobilising passionate people who will embrace vulnerable women, stand up for them, walk with them and support them with practical, emotional and spiritual assistance;
- Helping vulnerable women to overcome barriers that prevent them from finding purpose and fulfilment in their community;
- Modelling God's love and forming relationships that will facilitate an opportunity to know God personally.

## Ethos / Core Values

Our work is underpinned by a clear definition of our Ethos and Values, which affirms the Christian foundation and its ongoing day-to-day working principles.

Our ethos is an expression of who we are and therefore the lens through which we assess all we do. Our work is motivated, inspired and rooted in the life, message and example of Christ, which shapes and guides our relationships, projects and services. Our ethos is given life through our relationships; our relationships – the way we work together and behave with one another – are a demonstration and authentication of our ethos. It is through these relationships, with each other and those we seek to serve, that we practice our ethos.

This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model our values in all aspects of our work. In this way, Embrace operates on the understanding that our activities are simply an outworking of our faith; that what we do derives directly from who we are, and who we are compels the work of Embrace.

Our ethos, or motivation – who we are – is the fruit of our relationship with God, through Jesus Christ who defines our relationships with others, and gives meaning to our values.

- Compassion - we are compelled to reach out to the needs of others with love, caring for one another and our community.
- Inclusion - we will accept each individual as unique and valued, within a safe environment of love, trust and respect whatever their circumstances, beliefs and choices.
- Hope - we will present a message of hope to face the challenges of change and never give up in our belief for a better tomorrow.
- Purpose - we are committed to personal growth, realizing and releasing potential, believing in second chances and encouraging the pursuit of personal goals
- Justice - we are committed to stand in the gap, challenge stereotypes, give voice to the voiceless and restore individuality.



These values pervade our work and provide a framework for building relationships and delivering services.

### **Embrace's Day to Day Work**

Embrace works primarily with vulnerable women affected by on street prostitution. Embrace consists of volunteers drawn from across local churches, coordinated by a Project Manager. Volunteers support through running outreach sessions at least twice a week in Hillfields, and on-going support is offered to women throughout the week, coordinated by the Project Manager.

### **Job Purpose**

As Project Manager, you will be the prime point of contact for Embrace and co-ordinator of activity. You will be responsible for modelling and promoting Embrace's ethos and values, and supporting volunteers to do likewise. As well as providing direct, practical and spiritual support to vulnerable women through the week, you will manage a team of volunteers who support the work of Embrace. You will also coordinate the day to day running and be the primary 'face' of Embrace to partners, public and service users.

### **Job Description**

1. Provide a single point of contact to service users and provide practical and spiritual support. This will include assessing the needs of each woman, and could involve supporting women to appointments, supporting with particular problems such as housing or debt, supporting engagement with police or courts, or taking a woman out for coffee to provide emotional support.
2. Co-ordinate volunteer recruitment and induction process, responding to enquiries, processing applications, references and DBS applications.
3. Provide management and coordination of the volunteer team, including assisting in planning and organising volunteer events and training.
4. Lead an evening outreach session (8 - 10pm) twice a month
5. Support income generation initiatives including preparing grant applications, bids and fundraising events, promoting the Embrace vision and work.
6. Build strong working relationships with partner organisations work in partnership with them, particularly where there is a multi-agency approach to supporting a service user/attend meetings as required.
7. Represent Embrace, its vision and values to external partners, public and churches, building relationships with churches in the area
8. Manage Embrace communications with supporters and volunteers, including communication with partner organisations and churches. Manage Embrace social media accounts and ensure a positive representation of Embrace is upheld.
9. Have a high commitment to safeguarding staff, volunteers and women. Attend annual safeguarding training, train new and current volunteers in safeguarding specific to the work and update safeguarding policies.
10. Take responsibility for coordinating the day to day running of the service, including
  - a. Manage Embrace's reporting and activity logs, ensuring records, policies and procedures are up to date, ensuring accounts and reporting requirements are completed on time, and reporting to trustees
  - b. Administrative tasks, including word processing, printing, and filing, managing multiple email accounts, website, updating records, documentation, agendas and databases as necessary.
  - c. Maintain stocks of consumables, ordering/ buying supplies as necessary. Oversee the upkeep of the Embrace vehicle, ensuring tax, insurance, MOT, servicing are up to date.
  - d. Complying with health and safety responsibilities as outlined in the Embrace Health and Safety policy.
11. Participate in times of prayer and spiritual input with co-workers (currently Director, Trustees and volunteers) and service users.
12. Attend trustee meetings on a quarterly basis, reporting on Embrace activity
13. Work with a 'Core Group' team of volunteers to develop a programme of fundraising and team building events
14. Further develop Embrace taking account of other models and national developments.
15. Any other tasks that may be reasonably expected and requested.



## Person Specification

	Demonstrate via Interview/ application
1. Demonstrable commitment to the Embrace mission, objectives and ethos and the centrality of the Christian faith as the motivation for our service.	I
2. Integrity in lifestyle, and willingness to grow in character.	I
3. Highly relational with strong interpersonal skills and ability to relate to people from all walks of life.	A, I
4. Excellent relationship building skills for establishing effective working relationships with clients and with external partners	A, I
5. The ability to manage and develop Embrace's volunteers with the support of the trustees.	A, I
6. Demonstrable previous relevant experience of working with vulnerable client groups and a strong understanding of safeguarding.	A, I
7. An understanding of the issues facing vulnerable women, especially those involved in prostitution.	A, I
8. Able to evidence good levels of organisation and time management, able to see tasks through to completion.	A, I
9. Ability to use initiative and to work without close supervision, managing priorities and workload.	A, I
10. Demonstrable proficiency in computer skills including email, internet, word processing, spreadsheets and presentation software.	A, I
11. Ability to work in a flexible and responsive manner with service users.	I
12. Displaying a professional and competent manner at all times.	A, I
13. Excellent written and oral communication skills.	A, I
14. Commitment to ongoing professional development, including participating in training as needs are identified.	
15. Commitment to upholding Embrace's confidentiality policy.	

## Other information

References will be required to support candidate suitability and a full DBS (Disclosure and Barring Service, formerly Criminal Records Bureau) check will be required. Full UK Driving Licence will be an advantage. Occasional evening and weekend work is required.

## Further Information / Applications

To apply for the role, please send your CV and two sides of A4 with your suitability to the role, through how you meet the 'person specification', to the following address. For further information or to make an informal enquiry, please contact Karissa.

Karissa Coley  
Email: [info@embrace-uk.org](mailto:info@embrace-uk.org)  
Tel: 07475761417  
[www.embrace-uk.org](http://www.embrace-uk.org)

**Applications must be submitted by 10am Monday 25th February**

**Interviews will be held on Thursday 28th February and Friday 1st March**