Winter Night Shelter

**Position Description**

**Project Coordinator**

The Project Coordinator is responsible for overseeing and managing the Winter Night Shelter project. They will liaise closely with the local churches, Venue Coordinators, guests and other stakeholders.

Venue Coordinators, Volunteer Coordinator, Support Centre Coordinator, Prayer Coordinator report to the Project Coordinator.

*Duties:*

1. Establish partnerships with local church communities to operate the Winter Night Shelter.
2. Establish partnerships with other stakeholders – local relief and housing agencies, police, hospital emergency departments, Centrelink etc.
3. Chair regular meetings of the Steering Committee.
4. Assist churches in recruiting volunteers via speaking engagements, social media, other media (eg. newsletters, local newspaper).
5. Organise and facilitate training events for volunteers.
6. Organise commissioning and thanksgiving services.
7. Assess new guests and share information with Venue Coordinators.
8. Provide daily guest list to Venue Coordinators and driver.
9. Brief Venue Coordinator – new guests, previous incidents, changes to volunteer roster etc.
10. Provide support to Venue Coordinators.
11. Provide support to volunteers, including debriefing following incidents.
12. Assist guests with referrals to other organisations/agencies.
13. Manage and report on budget.
14. Communicate regularly with partner churches and other supporters, giving updates on the project and items for prayer.
15. Communicate regularly with volunteers. This should be weekly during the project.
16. Manage facebook page and provide information for website.
17. Liaise with media (radio, local newspaper etc).
18. Write project evaluation report and disseminate to stakeholders.

*Skills and competencies:*

1. Experience of managing and coordinating community projects.
2. Skills in relating to a range of people from different cultural and socio-economic backgrounds who may have complex needs.
3. A good listener and communicator.
4. Confidence in decision making and able to use initiative when addressing issues and challenges.
5. Ability to lead a large team of volunteers.
6. Flexibility and willingness to adapt in a setting which can be unpredictable.
7. Experience liaising with formal welfare sector both relationally, in person and through written correspondence helpful but not required.