

Ascension Running Community - Job Description

Role title	Ascension Running Community - Project Coordinator (Part time)
Organisation	<p>Ascension Running Community leads free community running activities within our local community, to promote mental and physical health through running and walking together.</p> <p>Ascension Running Community is an activity of Ascension Southampton, a local Anglican Church serving the parish of Bitterne Park.</p>
Purpose of the role	To further the development of new activities for Ascension Running Community whilst managing and coordinating the group's existing programme of running sessions.
What you will be doing	<p>Coordinating and leading Ascension Running Community's team of volunteer Run Leaders and Mental Health first aiders to deliver excellent community-focused activities and pursue the development of new opportunities.</p> <p>This will encompass a number of tasks such as, but not limited to:</p> <ul style="list-style-type: none"> • Representing Ascension Running Community in Church and Community settings • Developing and leading new daytime activities for Ascension Running Community • Responsibility for safety of all activities, ensuring up to date risk assessments and compliance with current England Athletics guidance • Timely reporting back to funders with the production of reports, statistics and feedback • Monitoring activities through surveys and collecting feedback • Growing relationships with local organisations and social prescribers • Working alongside church staff to explore opportunities for activities corresponding to existing areas of work • Researching and applying for further funding as required to support our activities • Coordinating the training of new Run Leaders and Mental Health First Aiders (MHFA's) • Handling all administration for weekly runs, beginner courses and any new activities • Managing Ascension Running Community's website, social media and online presence • Producing a regular newsletter • Coordinating Run Leader/MHFA rotas to ensure all running activities are appropriately covered • Developing & maintaining Mental Health toolkit documentation

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<p>Skills, experience and qualities needed</p>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Mental Health First Aid certified • Leader in Running Fitness (England Athletics) licence (current with valid/current DBS) and experience leading running groups • Evidence of awareness of the role of physical activity in mental health and wellbeing, achieved through relevant training/study • Understanding of current Ascension Running Community activities • Understanding of local networks and organisations promoting mental health and wellbeing • Experience of making grant applications • Excellent administration skills • Excellent communication skills • Good organisational skills and ability to manage own workload effectively • Confidence using computer technology including MS Word, Excel and PowerPoint as well as confidence with social media • Ability to build relationships and work well with other people • Excellent attention to detail • Experience of working with people of different ages and backgrounds • Be an active servant of Jesus Christ as understood by the Ascension Church mission mandate and values, sustained in faith through regular participation in a worshipping community. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Coach in Running Fitness (England Athletics) licence • Youth Mental Health First Aid certified • Experience using a computer newsletter programme (e.g. MS Publisher)
<p>When and where</p>	<p>The role will be 8 hours per week, for a fixed term of 12 months. Working hours are flexible as long as tasks are completed within a timely manner prior to the relevant activities taking place. One aspect of this role aims to establish some day time activities which the successful candidate would develop and lead. Some evening and weekend work may also be required in order to achieve the desired running activity programme.</p> <p>This is a working from home position, with occasional meetings taking place in person at Ascension Church or homes, or remotely via Zoom.</p> <p>We cannot provide a phone or laptop with this role so the successful candidate must have access to a suitable desktop or laptop computer.</p>
<p>Accountability</p>	<p>This position is accountable to the Vicar of Ascension Church and will furthermore maintain extended accountability to the Parochial Church Council.</p>
<p>What you could get out of it</p>	<p>This is a growing activity with great scope for further development. You will be involved in supporting and furthering the development of new activities which promote mental health and wellbeing within the community.</p>
<p>Other relevant information</p>	<p>Ascension Running Community is an activity of Ascension Southampton which is an Anglican Church. As one of the aims of Ascension Running Community is to share our Christian faith, it is a requirement that the holder of this position is a committed Christian.</p> <p>The successful applicant will be expected to abide by the values and behaviours detailed in Ascension's Volunteer Handbook.</p>