**The C3 Impact Coordinator’s Key Responsibilities:**

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| **Role Title:**  |  Cambridge Impact Hub Co-ordinator |
| **Hours**  | 24 hours-32 hours  |
| **Fixed term**  |  12 months  |
| **Reports To:**  | C3 Impact Lead  |
| **Role Purpose**  |
| **Brief overview**  The C3 Impact Co Ordinator will model and articulate the church’s values and vision in all areas of work, both within and outside of the church.The primary role is to manage, develop and facilitate the community hub, including the growth and oversite of team C3 within the Cambridge Location. The role is people led, focusing on outworking the ‘community focused’ value of The C3 Church.Bringing those who are most marginalized and vulnerable into a place of belonging. Ensuring people know they really matter and allowing them to grow in health and wholeness to outwork God’s given potential within them.   |
| **Primary areas of responsibility**   |
|  ***Team:**** Ensuring the team and volunteers are healthy, reflective of a spirit of excellence, and passionate about providing the very best community experience, within the resources available, to see the church’s vision fulfilled.
* Recruiting, onboarding (inductions) & training of the C3 Impact Community Hub team.
* Developing & pioneering, in collaboration with the wider impact team initiatives for Cambridge location, in alignment with the Impact ‘Menu’ of projects & programs.
* Organising, running & supporting teams, including volunteers, in the execution of significant seasonal and special outreach events.
* Building team for Cambridge Hub to continue & grow weekly Impact events & ensuring rotas and schedules are in place for the Hub’s & initiatives to run.
* Organising team gatherings for honouring, information giving and team building

***Community Hub duties:*** * Oversite of the Hub, ensuring leadership, team & logistics are in place.
* Outworking the vision for Impact Hubs across Cambridge.
* Overseeing Impact Hubs across Microsites associated with Cambridge & overseeing microsite Impact coordinators.
* Finds creative ways to resource the vision (Fundraising, building corporate partnerships & searching & applying for appropriate grant funding)
* Builds external relationships across Cambridge, alongside wider team with council, churches, charities & organisations.
* Collaboration with Wellbeing lead to provide wholistic support and opportunities for those accessing hubs.

**Personal Development****Self-Development*** Promoting and modelling the values and vision of C3 in all areas of church life.
* Accepting personal responsibility for your own spiritual growth and development.
* Placing a high premium on the need for personal integrity and loyalty in managing people and resources.
* Giving generously to the church in time, treasure and talent.

**Professional Development** * Role specific training available as required such as mental health first aid, trauma informed training, food safety and safeguarding training.
* Professional development opportunities specific to the individual available as identified by the candidate and line manager.
* Financial support towards C3 Academy available

**Development of others**This includes:* Providing pastoral care for the team and ensuring they participate in church activities that are spiritually healthy.
* Cultivating a highly engaged team who are growing in the passion, commitment and energy in their role.
* Cultivating a sense of family, collaboration, trust and mutual cooperation amongst the staff.
* Continually looking for and inspiring potential influencers on their journey.
* In unity with the C3 Impact Lead, provide of clear role descriptions for all team for whom you are responsible, that there are clear role descriptions for their teams.

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| **Relationships**  |
| * **Line Manager:  Impact Lead**

Impact team – Impact Pastor, Colchester & Cambridge Hub Lead, Wellbeing Lead, Impact Lead, Warehouse and Logistics manager, Impact administrator. Alongside the wider C3 staff such as the Kids Pastor, Creative team, Centre manager amongst others.  |
| **Character Attributes**  |
| * **Faith:** Relationship & commitment to Jesus Christ
* **Vision:** Commitment to The C3 Church and its vision
* **Loyalty:** Commitment and loyalty to the leadership of The C3 Church
* **Teamwork**: Ability to work in a team environment
* **Maturity:** Spiritual maturity evidenced by a pleasant, forgiving, non-judgmental, but assertive manner
* **Passion**: A passion for building healthy church and focused on the Great Commission
* **Community**: Family-oriented, generous at heart and authentic
* **Influence**: Spiritually potent and contagious in spirit
* **Competency**: Naturally gifted leadership, united and committed to the part they play
* **Achievement**: Constantly looking to the future, focused on the Great Commission
* **Creativity**: Visionary in nature and innovative in expression
* **Love**: Lovers of God, people and life
* **Generosity**: Gives generously in time, treasure and talent.

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| **Skills and Education**  |
|  Experience: * **Specific Experience:** Community Work or/and Studies in community studies, social work or youth & family.
* **Church Experience:**   Leadership experience of working with and leading team of volunteers.

  Skills / Role Attributes:   * Decision Quality: You are patient to collect information, humble to ask for opinions, and good at learning from the past to make good decisions.
* Strategic Mindset: You are not just focused on day-to-day activities but focusing on the strategy for tomorrow, you plan the best route to take.
* Drives Vision & Purpose: In the changing times, you hold onto the vision and purpose, you tangibly demonstrate your commitment to it, and help others to “see” how their part contributes to the bigger picture.
* Problem Solving: You know how to define problems (without jumping to conclusions), analyse, collaborate, and act appropriately.
* Managing Work & Establishing Priorities: You are good at establishing realistic but stretching goals for yourself and others. You equitably measure work.
* Developing Others: You know our process for growth and are a leader who prioritises your team members’ development.
* Motivates & Builds Effective Teams: You are good at building strong identity in your teams by understanding/learning people’s differences / skills and helping them to work towards common goals.
* Conflict Management / Courage: You tackle difficult issues with optimism and confidence. You share sensitive messages or unpopular points of view in a motivating manner. You let people know where they stand, honestly and sensitively.
* Instils Trust: You gain the confidence and trust of others easily. You honour commitments and keep confidences. You practice what you preach and model high standards of honesty and integrity.
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