

### Outreach Manager (20 flexible hours per week)

1. The Manager is responsible to The Board of Trustees of The Well, Kibworth.
2. The responsibilities are:
  - **To keep alive the Vision of The Well**, creating a place where God's Kingdom is made known in action and words, working with the Trustees, the Spiritual Reflection Group and the Prayer Team.
  - Working supportively with the Facilities Manager, the Café Manager and the Manager of The Well Next Door, as The Senior Management Team, **to run the charity** in conjunction with the Trustees. Meeting regularly as a team to oversee all activities and volunteers, to agree all media communications and to contribute to reporting to the Trustees' meetings.
  - To work with the team of leaders and with volunteers to develop an understanding of the Vision and **to nurture Christian community** in The Well.
  - To liaise with and **maintain communication with outside bodies** who use or support The Well (e.g. Schools, G.P. surgeries, social prescription team, wider Christian bodies, St Wilfrid's Church and Kibworth Methodist Church, other local churches, social services, HDC and LCC, third sector organisations, county-wide specialists).
  - **To identify new outreach opportunities and community needs** and, in discussion with the Board of Trustees as well as relevant leads and volunteers, **to discern and manage agreed sustainable projects**.
  - **To enthuse fundraising streams and potential donors** by promoting projects and articulating the bigger picture, working in conjunction with the Board of Trustees.
  - Initiating and writing **policies** in consultation with the Facilities Manager.
  - Engage in appropriate **safeguarding training** and ongoing compliance. Work with the few vulnerable adults within the team of volunteers.
  - Ensuring **Health and Safety Requirements** are met (*including adherence to current Government guidance on Covid security*).