



Job Specification: MAPS Project Manager

About Bridge Builders

Bridge Builders Christian Trust works in partnership with primary schools and churches in Stevenage and the surrounding area to provide:

- opportunities for children to **ExploRE** the Christian faith through assemblies and class work
- opportunities for class visits to local churches for themed events such as **The Easter Journey and The Christmas Journey**.
- early prevention Mentoring And Pastoral Support (**MAPS**) for vulnerable children through one to one, small group and whole class activities

Bridge Builders works in partnership with local churches:

- To resource original, exciting, thought provoking assemblies in their local primary schools
- To resource a range of opportunities within Reception, KS1 and KS2 for children to learn about the Christian Faith and explore its relevance for Christians today
- To resource themed events which will encourage class visits to local churches thereby enhancing the delivery of Religious Education in the Primary Schools in Stevenage and the surrounding area e.g. **The Easter Journey and The Christmas Journey**.

Job title: MAPS Project Manager

Objectives

- To support vulnerable children in schools using protective behaviour strategies
- To recruit, work with, and lead teams of volunteers

Key responsibilities for the role

- Support and meet with children in schools who are going through any kind of emotional difficulty
- Liaise regularly with schools
- Keep up to date and accurate records regarding the work done with children in schools
- As a staff member, attend staff meetings and when requested occasionally attend trustee meetings
- Provide oversight of all team members and their roles within the MAPS projects
- Support the Administration team regarding bookings, newsletters, and collection of outcome data etc.
- Support The Christmas Journey and The Easter Journey as required

Supervisor:

This post reports to the Honorary Director of Bridge Builders Christian Trust.

Personal Profile:

This role requires a highly committed and motivated person who is able to work on their own initiative, asking questions when necessary and receiving and responding to direction when it is given. He or she will also require the ability to work as part of a team. Good administration and communication skills and a confident telephone manner are essential. Word processing and spreadsheet skills are highly desirable. Experience of working with vulnerable children is essential. A qualification in counselling would be desirable.

Additional relevant information

Bridge Builders Christian Trust is established on Christian principles. There is a genuine occupational requirement that the post holder is a Christian in accordance with the Equality Act 2010 Schedule 9, Part 1.

Conditions of service:

Salary: £6,840 p.a. payable monthly **Notice Period:** 1 Month

Hours per week: 15 - Term time only for 38 weeks a year.

Holidays: To match school terms

Disclosure check:

This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Equal opportunities:

Bridge Builders is an equal opportunities employer offering appropriate training and development opportunities to all employees and volunteers.