



GREENLIGHT MANAGER

Full-Time, United Kingdom, London

Department
Social Justice

Employment Type
Flexible

Minimum Experience
Experienced

Our Social Justice department is looking for a Greenlight Manager. The Ideal candidate will be responsible for overseeing and managing the outworking of Greenlight, the Homeless initiative run by Hillsong UK. This includes developing strategies for growth of the project, building stakeholder relationships, growing, and leading a volunteer team, managing the project budget, and day to day administration requirements.

Summary of responsibilities

Strategy and Project development

- Building and Developing strong Stakeholder engagement and building relationship with their teams
- Develop and manage further projects within Greenlight
 - Street 2 Door referrals project
 - Befriender project
- Attend community and government engagement meetings.
- Develop and maintain relationships with Councils and Key partners to increase awareness of our social justice initiatives and their impact in our local communities.
- Strategy planning and implementation when needed
- Lead and continue to develop a volunteer team including other leaders

Operations

- Liaise with Clinical Lead to develop the service in order to meet identified and anticipated needs of the service users.
- Liaise with Clinical Lead to ensure that Greenlight is following correct procedures and policies in medical care.
- Ensure effective communication with all members of the wide and diverse team and other services.
- Promote Greenlight within the Local community.
- Effectively manage the Greenlight Team including volunteers, ensuring efficient management of caseload
- Responsible for financial management of department, including managing budget and following financial processes

Reporting

- Lead the collection of audit and research data as required for internal and regulatory purposes. Identify areas where local audit is needed, conduct the audit, and analyse the data
- Record and report all incidents/complaints involving volunteers, service users and visitors in accordance with Greenlight policies and assist in any investigations as required
- Ensure statistical data relating to the project is collected and presented within an appropriate time and format.
- Ensure effective communication to Hillsong UK management including project updates, service information and strategic opportunities

Greenlight Van

- Ensure appropriate staffing levels and skill mix are scheduled to reflect the workload and meet the needs of the service users.



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- Commit to a minimum of one volunteer shift a week supporting Greenlight services
- Ensure all volunteers have the appropriate documentation to support their volunteer role and level of interaction with service users
- Run regular training sessions for new team members
- Manage Greenlight vans including vehicle maintenance, stock levels, appropriate cleaning, and clinical waste management
- Responsible for the effective and efficient use of resources & adequate stock levels, adhering to procedures for the use of supplies.

Profile/Skills/Qualification

- Must hold a full UK driver's license with minimum of 2 years' experience
- Knowledge of Microsoft Suite
- Proven ability to lead and manage a team
- Excellent communication and interpersonal skills
- Demonstrated strong organisational and administration skills
- Ability to work at high levels of productivity
- Ability to communicate well with all levels of leadership

Why work for Hillsong Church?

We work in a dynamic, growing, Christ-centered environment that is influencing the world.

We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial and leave support for external study programs and qualifications
- Access to Employee Assistance Programs, including health, wellbeing, and other support available. Specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

If this sounds like you, we would love for you to apply today!