



# Social Justice Co-ordinator – Newcastle.

Full-time, United Kingdom, Newcastle (Hybrid)

**Department**  
**Social Justice**

**Employment Type**  
**Full-time**

**Minimum Experience**  
**Proficient**

Hillsong is looking for a Social Justice Co-ordinator to join our Newcastle Team for a full-time role.

As a Hillsong Social Justice Co-ordinator, your role will involve coordinating, managing, and growing Newcastle's Social Justice Initiatives, which includes the Love Your Neighbour / The Message Trust Hub. You will also be responsible for the management and coordination of the Love Your Neighbour project in your location or hub, which includes setting up a hub in your area to provide food support through a community grocery in partnership with The Message Trust.

Your joint responsibilities as a Hub Operator include increasing the number of grocery members and engaging them in necessary community services and courses. Regular reporting and data collection of Hub activities will be required, and relevant paperwork will need to be submitted to Love Your Neighbour and The Message Trust.

You'll be working closely with the Social Justice manager and a Location Pastor to ensure the Hub runs smoothly and effectively. You'll also need to build and lead a volunteer team and network with local organizations and partners to operate our social justice initiatives.

## Love Your Neighbour Hub Operations

- Project management for supermarket building work, which involves liaising with contractors.
- Co-finding and interviewing individuals for job roles at the grocery.
- Overseeing and supporting community grocery staff (as the point of contact as Partner church).
- Maintaining timelines and deadlines related to volunteer recruitment, food donations, and community awareness.
- Co-leading and organizing the open event for the community grocery.
- Day-to-day management and delivery of the project in your hub, including:
  - Community Supermarket operating days.
  - Courses and groups.
- Overseeing and planning communications strategy and content for social justice projects in Newcastle.
- Providing local emergency food provision by maintaining food stock for emergency hampers requested.
- Representing social justice and the community grocery project at the local church location by having a presence on the church platform, including engaging the congregation with updates, stories, and the impact of the grocery.
- Contributing to capturing stories through audio and visual means in collaboration with the Hillsong film team.

## **Managing Key Relationships**

- Building and maintaining relationships with partner organizations, local councils, and charities.
- Developing fundraising and donation potential with external organizations and stakeholders.
- Raising awareness of the grocery store project within the community where the church is situated.

## **Leadership**

- Assisting in building a team of volunteers with the location to support social justice initiatives.
- Ensuring volunteers have the necessary training and checks in place for their role at the Hub/within Social Justice.

## **Financial Oversight**

- Managing the Love Your Neighbour Hub budget; tracking all spending, donations, and other income to ensure the project stays within budget.
- Submitting regular reports to relevant internal and external stakeholders.

## **Policies, Training and Safeguarding**

- Liaise with the Social Justice manager to ensure that the Hillsong Love Your Neighbour initiative is following correct procedures and policies.
- Responsible for the training of new Love Your Neighbour team members.
- Ensure each team member receives safeguarding training and is aware of the policies to follow.

## **Stock Take and Orders**

- Set up accounts with wholesalers and ensure the Hub is conducting efficient and thorough stock management for the food provision.

## **Due Diligence**

- Ensure due diligence is being carried out for any partner organisations, churches, or charities we work with.
- Ensure any data is handled in compliance with Hillsong GDPR policy.
- Ensure your Hub adheres to current Health & Safety guidelines and completes risk assessments as and when needed in order to comply to insurance requirements.

## **Reporting and Feedback**

- Regularly report on key areas such as stock, deliveries, financials, team, other activities etc.

## **Operations Department Admin Support**

- Concur – PO's and invoices for facilities and venue management.
- Booking contractors.
- Monthly vehicle admin management (including MOT and Tax).

## **Additional Responsibilities**

- Additional tasks may be assigned by your oversight from time to time as required including conference and event responsibilities.

## **Skills & Educational Requirements:**

### **Education:**

- Bachelor's degree
- A master's degree in a related field may also be an advantage

- Relevant work experience in social justice, community organizing, or advocacy may be necessary or desirable for a social justice coordinator role.

#### **Experience:**

- Relevant experience in social justice, community organizing, or advocacy is typically required for this position. This may include experience working with marginalized communities, knowledge of social justice issues and policies, and experience developing and implementing social justice programs or campaigns.
- Experience in project management, event planning, and leadership roles may also be advantageous.

#### **Skills and knowledge:**

- Excellent organizational and time-management skills.
- Strong communication and interpersonal skills.
- Ability to prioritize tasks and handle multiple responsibilities.
- Proficiency in Microsoft Office Suite, including Excel, Word, and Outlook.
- Good attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Customer-service orientation.
- Strong problem-solving and decision-making skills.

#### ***Why work for Hillsong Church?***

*We work in a dynamic, growing, Christ-centred 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 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

**The role is looking for someone who can start immediately on a permanent contract.**

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