

# Project Coordinator

Full-time, United Kingdom, London

## Department

**Foundation / Social Justice**

## Employment Type

**Full-time**

## Minimum Experience

**Proficient**

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Hillsong is looking for a Project Coordinator to join our London Team for a full-time role.

A key role for someone passionate about working in the Social Justice team with a specific focus on our Refugee Response projects. You will be central to the smooth running and support to the beneficiaries and volunteers we work with. You will also be instrumental to our wider Social Justice team with key administrative and communication support.

### Refugee Resettlement Support

- Assist with the resettlement process for new refugee families, including application for new families, team support and ensuring families are becoming self-sufficient
- Provide ad hoc support for established refugee families
- Assist with ongoing housing management

### Asylum Seeker Support

- Coordination and development of volunteer engagement within our asylum seeker support project
- Oversee the practical support provided such as clothing donations, SIM card distribution, social activities and signposting
- Individual case work where needed as well as developing opportunities for volunteers to deliver support including registration for GP's, schools, bank accounts etc
- Act as the oversight for the weekly English classes in London, attending in person
- Support the Football United projects with volunteer management

### Volunteer Management

- Act as the point of contact and support for Refugee Response and Asylum Seeker volunteer teams
- Follow up and provide an induction for new volunteers
- Organise regular team nights and training
- Ensure there is regular and effective communication with volunteers
- Provide pastoral care for the team

### Strategy

- Contribute to the development of a robust strategy to achieve our national and global social justice vision

### Social Justice Administration

- Assist with reporting requirements
- Assist with weekly communications and campaign planning
- Assist with grant writing and fundraising
- Additional administration tasks as required by the Social Justice Oversight

### 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/Qualification:

- Bachelor's degree. A degree in the field of social work will particularly advantageous
- A master's degree in a related field may also be an advantage

- Any additional training in safeguarding, youth and or social work.

#### **Experience:**

- Relevant experience in working with refugees and asylum seekers, social justice, community organising, or advocacy. This may include experience working with marginalised 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 is desired.
- Prior involvement in church team and volunteering
- Experience in managing budgets and knowledge of fundraising and grant

#### **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!**