

Grace Advocacy Team Leader

Job Description

Purpose of the role

To coordinate a team that delivers Grace Advocacy services, as part of the ministry of The Bridge Church (working alongside the staff team/deacons at the Bridge Church).

Hours:

1 day a week (7 hours) with potential to spread this over 2 days.
School term-time options can be discussed.
Initial contract for 1 year, then review.

Pay: Salary tbc (at least London Living Wage)

Reports to: both a designated Bridge Church staff member, and designated Grace Advocacy manager.

Location: Battersea SW11 (in and around ministry locations of The Bridge Church)

As a member of The Bridge Church staff team, the Team Leader will be required to:

- Maintain an effective working relationship with the church staff team
- Meet with line manager (or relevant staff member) to receive feedback and training
- Attend staff team meetings and prayer meetings when necessary

Person specification

Essential:

- Bible-believing Christian who is committed - by God's grace - to a life following Jesus as Lord and Saviour.
- Can demonstrate a clarity on, and passion for, the gospel
- Is humble in character and shows an ongoing willingness to learn
- Willing to sit under the Bridge Church doctrinal statement and vision, under Bridge church eldership.
- Passion for advocating on behalf of others and seeking justice
- Experience of offering pastoral advice
- Can work collaboratively with colleagues and volunteers
- Self-motivated and able to manage own priorities and time
- Has good administrative and organisational skills (competent in use of key basic computer programmes)
- Ability to handle sensitive and confidential information and case work
- Flexibility, reliability, and confidence when speaking with a range of people

Beneficial but not essential (can grow in/be trained to develop):

- Experience of advocating on behalf of others - either formally or informally
- Some knowledge of UK benefits system
- Experience of a church ministry team
- Some Bible training

Overview of advocacy service

The GA Team is the result of a partnership between The Bridge Church and christian charity [Grace Advocacy](#). The Bridge is seeking to offer a free advocacy service, rooted in the ministry of the church, to help vulnerable adults who are struggling with multiple, complex problems. All advocates will be volunteers from The Bridge Church who benefit from the training, ongoing support, and resources of Grace Advocacy.

We will work with clients to stabilise their affairs, and offer help with: money and debt; disability; housing; adult social care; NHS. This will involve activities such as helping navigate the bureaucracy, filling in forms, defending rights, challenging unfair decisions, dealing with unaffordable debt and bills, and finding ways to get the right care people need.

The advocacy team will be publicly and unashamedly a Christian support service, delivered by the Bridge Battersea Church and every client will be made aware of this. Whilst providing the practical support outlined above, advocates will also provide spiritual advice and support. This will include time praying with clients; seeking opportunities to explain the message of the gospel; sharing your personal faith and experience; sharing Bible verses; inviting clients to church and linking with other church ministries/support networks. All support will be provided in a context of love and discernment.

Main responsibilities of Team Leader role

Leading the team:

- Ensure the team is Biblically grounded and all activities are rooted in prayer - leading reflections and prayer times.
- Ensure the service remains rooted in the local church, and that clients are connected with other church ministries as much as possible.
- Recruit, train and equip volunteer advocates on the team (members of the team to be approved by church leadership).
- Communicate effectively with team members, providing pastoral support and spiritual guidance to team members.

Delivering advocacy services:

- Leader on delivering services - oversee & participate in advocacy client casework.
- Lead a weekly 'Grace Advocacy Battersea' (GAB) session for clients to either drop-in or make appointments (this could be part of an existing ministry or separate)
- Lead on individual follow up appointments/visits where needed
- Main point of contact for GAB - receive enquiries/requests and manage lists
- Publicity of GAB to church members and the public
- Awareness of GA central resources, policies and procedures - undertake ongoing training on offer and liaise with them where necessary
- Promote and publicise the work of GAB to church members, potential sponsors and local voluntary and community networks.
- Maintain confidentiality of information, adhering to relevant policies

Development of the role/service:

- Periodically reviewing the effectiveness of the role and service, and assist in shaping/developing going forward (with line manager)
- If needed, develop a strategy to raise funds for the advocacy service including for the role of Team Leader.