

APPLICANT'S INFORMATION PACK



Chief Executive

We are seeking an exceptional candidate with a Christian calling and the experience, skills, and personal ability to lead our charity into the next stage of its development and growth.

Below, you will find details of the appointment process, our organisation and our Christian beliefs, followed by a job description, a person specification and the main terms of employment for the role. Please read this information carefully. An application form is also attached which must be completed rather than a CV.

SELECTION PROCESS

Step 1: Please e-mail your completed application form to me at peter@vineyardcommunity.org by **6.00pm Monday 31st January 2022.**

Step 2: Short-listed applicants will be invited for interview on **Thursday or Friday 10th and 11th February 2022.** These interviews may be held via Zoom.

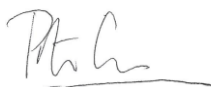
Step 3: Those shortlisted will be asked to come for a chat to meet some of the management team at the Vineyard Community Centre, The Vineyard, Richmond TW10 6AQ week commencing 14th February 2022.

Step 4: A Final Interview will held on **Saturday February 19th 2022** with members of the Trustee Board.

The appointment will be made subject to satisfactory references and DBS being received.

If you have any questions about the job, please contact me at peter@vineyardcommunity.org or if phoning, please telephone 020 8239 9383 my private business number.

Yours in Him.



Peter Flower

Trustee and Company Secretary

1. THE VINEYARD COMMUNITY CENTRE

The Vineyard Community Centre serves the local community within Richmond and seeks to see long-lasting change through the transformation of individuals in body, mind and spirit by the power of God's love. Those who come to us for help are our guests, rather than clients or service users.

There are broadly four groups of people whom we help.

Firstly, rough sleepers and those in crisis who need emergency short-term support and immediate help at our morning Drop-in. Our aim is to move people away from crisis to a stable and self-sustaining life style. Our Drop-in provides the basics for those in need – food, clothing, showers and a warm, welcoming place of acceptance and refuge.



We provide on-site emergency nursing and medical help as well as advocacy and case working.



We sign posts guests to more specialist support given by other organisations working on site like the Glass Door, the Salvation Employment Plus U.K, RBMIND, the Hepatitis C Trust and RCDAS (Richmond Community Drug and Alcohol Services) working alongside WAWY (We Are With You) and the Pathway Team. Regular multi-team case working meetings are held jointly with other agencies to ensure a co-ordinated approach.

Secondly are those who feel lonely, isolated and socially excluded. Some have learning or mental health problems and some are vulnerable adults. They are very much at home in our afternoon Community Café where hospitality is offered and Christian ministry available. Besides offering good quality refreshments, the café hosts other organisations and activities - RBMInd run an art therapy group, there is a Knitting Group, and the CAB hold a surgery.



Thirdly, we help those who need emergency food supplies. We operate our main Foodbank at the Vineyard Centre and four other satellites provide this service elsewhere across the



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borough. Our Foodbank is part of the Trussell Trust.



Fourthly, we work with women who are lonely and vulnerable, some of whom are refugees, through our Works of Love sewing project. This gives a sense of community and personal confidence built up through learning new skills.



We also run two Charity Shops. Guests on their road to recovery often work as mentored volunteers in the Shop and the Café. Both our shops and café provide income revenue too for our work.

Our website gives more information <http://www.vineyardcommunity.org>.

Our Annual Report and Accounts for last year is available from the Charity Commission website.

2. OUR STORY SO FAR

We celebrate our ten year anniversary this year. Since we opened in April 2012, our work among the vulnerable and socially excluded has grown extensively. The Vineyard is now a multi-site charity; when we opened we employed one full time manager and perhaps 40 volunteers. Now, we have three full time staff, fifteen part-time staff [7.96 FTE] and well over 100 volunteers.

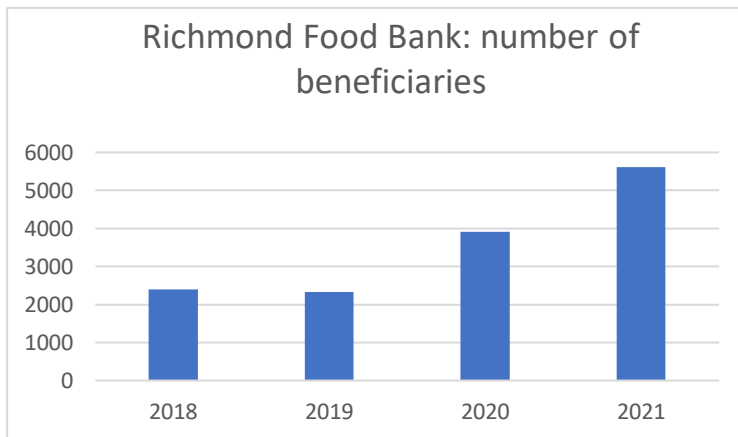


We have had many comments from guests whom we support, volunteers who work with us and customers to our Cafe and Shop who say that there is something special and different about the Vineyard. One person commented that '*surely God is in this place*'. We know that to be true. It is a precious thing which we don't take for granted.

In the last financial year, despite the difficulties of the pandemic and enforced closures, we helped around 240 different guests who came to our Drop-in. From October 2020 to July 2021, we provided over 3,000 hot breakfasts, given out more than 900 items of clothing and provided nearly 700 showers for our guests. Our caseworker David conducted 864 appointments and 34 people were assisted into accommodation.

The chart on the next page shows the growth in the number of individuals whom we have helped through our Foodbanks – last year over 5,000 people.

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Hard statistics give the outputs; more importantly are the outcomes for individuals through the changed lives. All who come are warmly welcomed and treated as guests. Time is given to them so they know we care, respect and love them, as those who have been made in the image of God.

We have many stories to share. Here is one during the Covid closure last year, when Gemma, our Caseworker from the Glass Door, (a partner charity), continued to work with our guests from home.



‘Gemma came from the sky – God must have sent her to me in my life in this moment. She’s amazing. She’s the most beautiful person in my life. She didn’t know me at all, and she’s helped me so much’ said one guest.

Extensive deprivation and social exclusion was confirmed in Richmond in the report “On the Edge” published in 2017 by Rocket Science, an independent research organisation, commissioned by local grant-making charities. The research revealed that services were sometimes ineffective or unavailable and were on the edge of failing

the people they needed to support. The situation has improved little in five years. Many people in the borough are living in fragile arrangements that can break down at any time and our guests can quickly be pushed over the edge and into crisis.

Our charity runs from the basement of the Vineyard Life Church and the Centre acts as a central hub with other sites: Works of Love is based at our unit in Queens Rd, Richmond, our Foodbank satellites operate across the borough in Whitton, Hampton, Isleworth and Barnes (in addition to the Vineyard itself), and besides one charity shop in the Centre, we have another in Paradise Road, Richmond.

Ours is an organisation providing front line support to those with often multiple and complex needs. That in itself is a major challenge. But our organisation comprises a unique mix of services – Drop-in, Community Cafe. Foodbanks, and Charity Shops.

It’s a complex mix requiring an experienced Christian leader to take our mission forward into the next period of our mission.

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3. OUR MISSION

We welcome all who come to us and delight that those of other faiths or no faith at all, join in working as staff and volunteers. We subscribe to the Faith Work's Charter.

Prayer is foundational to our ministry. We gather for a prayer of commitment at the start of each morning before the Drop-in opens and then at midday for a longer time of prayer which we call 'space for grace'. We seek the prayerful support of local churches and individuals through a monthly prayer letter.

The charity is very much part of the ministry of the Vineyard Life Church¹ out of which it was originally birthed. The church is the landlord of the main Vineyard Centre, charges a modest rent and provides pro bono office space for the charity. Our Christian identity is fundamental to our mission and we seek to put Christ's teaching at the heart of all that we do. The Centre's charitable objectives are twofold. They are the:

- *relief of need and sickness in the community with a focus on helping those who are socially or economically disadvantaged*'.
- *'advancement of the Christian faith for the public benefit in the borough of Richmond*

The Chief Executive's role and with his or her team to share the love of Christ in specific, practical ways, best summed up in Jesus's teaching in Matthew 25 vs 31-46. This is to feed the hungry, cloth those who are destitute, arrange accommodation for those who have no home, and look after the sick.

This is help in crisis.

The second aim, that of Matthew 29 vs 16-20, is to bring the gospel to those in need and make disciples of them. Our aspiration is for the Vineyard Life Church staff and congregation to assist more fully ministering with the Vineyard Centre teams in achieving this transformation with those we meet.

This is hope for life.

Over the next year, the intention for the Vineyard Community Centre Trustees and the Vineyard Life Church Elders is to develop a fused ministry. Both are praying how this may be developed and they want our new Chief Executive to participate in the decision making about how this brought about.

Both strands of ministry are seen to be equally important and complimentary.

¹ The Vineyard Life Church is a member of the Evangelical Alliance, a member of the Congregational Federation and part of the New Ground network.

4. OUR NEED



Outside St Elizabeth's church next door

Mark Palframan, our first Chief Executive, led us successfully through the challenges of the pandemic, build a strong professional team, introduced new streamlined systems in finance and donor relation management and put us on a secure financial footing. We are very grateful for his contribution and wish him great blessing in his calling to a new challenge.

Building on this foundation are four areas of focus for Mark's successor.

Firstly, we are committed to providing professional excellence in the provision of a wide range of services for our guests. Departmental Managers need to have clear accountabilities and budgetary responsibility. With the growing number of guests using our services, there is a vital need to make sure we are both professionally effective and showing compassion and unconditional love.

Secondly, our new Chief Executive will need to lead his or her teams staff and volunteers with grace, wisdom, humility and strength. People management skills are essential. You will have a passion for our special ministry and the ability, through sensitive leadership, to nurture the different teams through change.

Thirdly, all round management experience and fundraising acumen is vital. Our annual revenue budget for 2021-2022 is c£600k and while we have a healthy level of reserves, we want to maintain this for a sustainable future.

And lastly, but by no means least, he or she will work collaboratively with the Vineyard Life Church to share the healing power of the gospel with our guests and volunteers.

It is an occupational requirement that the appointed person is a professing and practicing Christian as s/he will have the responsibility of leading the mission and upholding our Christian ethos through personal example through personal and corporate prayer in our workplace environment.

The Nicene Creed is the most widely accepted creed in Christianity and is used in the Catholic, Orthodox, Anglican and other Protestant Churches.

You will need to confirm your faith in Christ as expressed in this creed which is shown in the Appendix.

5. WHO IS HERE TO SUPPORT YOU

Our staff and volunteers: in addition to our small team of very dedicated and passionate staff, seen below at a team meeting in our beautiful and tranquil garden, many volunteers are essential for supporting the needs of our guests. Most volunteers assist in the front line provision of our services but others help in administration.



Our trustees: we have seven trustees who are all Christians with the majority being members of the Vineyard Life Church. Bob Kimmerling, who is our Chairman, is one of the elders of the Vineyard Life Church, and a founder Trustee of the charity. David Smith is our Vice Chairman who is the lead elder of the Vineyard Life Church and Paul McArdle

is another elder, who works as a Program Portfolio Manager in the City. Linda Masura works as a Project Manager in the NHS and also belongs to the Vineyard Life Church. Peter Flower is Company Secretary, and an HR Consultant with many years' experience as a trustee in the not-for-profit sector. He is also a co-founder Trustee as well as member of the Vineyard Life Church.

Finally, Stephen Langridge is parish priest of St Elizabeth's Church, and Lydia Palmer belongs to Everyday Church, Sutton and is a teacher. While he is not on our board of trustees, financial oversight is given through our Treasurer, James Lowther ACA. The Chief Executive has day to day responsibility for finance and is assisted by our Finance Officer, Isabelle and our Fundraiser Annette.

Community support: Many local churches from across denominations, support us through prayer and financial donations

We are blessed by support from many individuals in our community who donate goods for our charity shops, clothing for the Drop-in, food for our Foodbanks. Many give through bank standing orders each month, or take part in sponsored activities.

Local companies, both large and small, are also supportive as well as organisations like Richmond Golf Club and Kew Rotary Club to name two.

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The Kew Rotary supported the Foodbank through the pandemic. Kevin, our Foodbank Logistics Co-ordinator, is seen here with the Mayor and Mayoress of Richmond, Counsellor Geoff Acton and Mrs Eileen Acton at the Club's Annual Dinner in October last year.

One of the regular groups which raise money through the sale of their handicraft are the 'Knitwits' who meet in our Café every week. Occasionally they 'yarn bomb' in Richmond Town Centre to publicise their group and raise awareness for the Vineyard.



And we get recognition in other, surprising ways! Last year we were honoured to be included in the local Richmond 'edition' of the Monopoly Board game under 'Community Chest'.



Our charity shops sold out of the stock of the game before Christmas!

Local grant fund making charities, such as The Richmond Parish Lands Charity, The Hampton Fund, Richmond Charities and The Barnes Fund, provide a core of financial support as do London grant making trusts like the London Catalyst, the Heathrow Community Fund, and Help the Homeless, and national ones such as the Beatrice Laing Trust and the Bernard Sunley Foundation.

Our plan in the current financial year is to reduce our our income from grant making trusts from 49% to 40%.

We have good relations with the staff and Councillors of the Richmond on Thames Borough Council.

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Individual local Ward Councillors recognise the value of our work.

The Vineyard was officially opened in 2012 by our then Member of Parliament for Richmond Park, Zac Goldsmith, who was an enthusiastic supporter of our work and who personally fundraised for us.



He is shown, in the foreground left, with his back to the camera, on a visit four three years ago to meet members of our team.

He was accompanied by Tracey Crouch, the then Minister for Civil Society, with special responsibility for combatting loneliness.

Loneliness is one of the many difficulties experienced by those to whom we reach out at the Vineyard. She is sitting in the middle of the photograph, next to Bob Kimmerling, our chairman.

We welcome visits from all those interested in tackling the complex needs of our society.

Our two current members of parliament for the borough, Munira Wilson for Twickenham, and Sarah Olney for Richmond Park also support our work.

Sarah, shown on the right, came in to lend a hand in our Foodbank stockroom before Christmas.

The help of everyone who volunteers is very much appreciated. Without our faithful and committed team of volunteers, we would not be able to help those who are in need.



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6. JOB DESCRIPTION:

Job Title:	Chief Executive
Responsible to:	The Chairman and Board of Trustees
Main responsibility:	Set the strategic direction and provide organisational leadership/team management to ensure that our commitments to our guests are met. Work collaboratively with the Vineyard Life Church in its gospel mission.
Working with:	Our Guests, Staff, Volunteers, Trustees, Stakeholders and the Elders of the Vineyard Life Church.
Working Hours:	37.5 hours pw Monday to Friday with some evening speaking engagements.

Key Responsibilities

1. Work closely with the Trustees of the Vineyard Community Centre in achieving our charitable objectives.
2. Maintain our Christian mission/ethos and develop organisational values.
3. Agree the strategic direction of the charity with the charity Trustees.
4. Lead and develop our staff and volunteers, inspiring and enabling others to act, modelling effective teamwork and the application of our values, and supporting staff through changes.
5. Value and practice personal and corporate prayer within our workplace environment.
6. Build an effective senior management team.
7. Ensure effective and sustainable financial stewardship (funding and managing cost).
8. Develop opportunities for partnership or collaboration with organisations in sympathy with our mission to achieve our objectives.
9. Represent the charity to key decision makers, partners and potential supporters.
10. Plan and direct the charity's activities to achieve stated/agreed targets and standards for performance, quality, culture and legislative adherence.
11. Develop the charity in terms of value for money, quality and the range of services offered.



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12. Develop the charity's influence, reputation and funding sources through building relationships with businesses, church networks and donors.
13. Ensure effective internal and external communication, including guest and staff engagement and external networking.
14. Manage the IT, HR, Comms, Finance & Marketing functions through volunteers and pro-bono, as well as paid, external consultants.
15. Develop and deliver the Annual Business Plan.

7. PERSON SPECIFICATION

COMPETENCE	ESSENTIAL	DESIRABLE
Christian leadership	<p>A practicing, professing and prayerful Christian committed to upholding and interpreting the Christian ethos of the Trust.</p> <p>Experience in collaboration with Christians from a variety of church backgrounds.</p> <p>Model servant leadership</p>	<p>Experience of faith based social action.</p>
Strategic leadership	<p>Commitment to our vision and mission.</p> <p>Evidence of influential, relational leadership.</p> <p>Ability to develop, promote, communicate and implement strategies to sustain and improve an organisation.</p> <p>Ability to respond wisely to opportunities through innovation and entrepreneurial development.</p> <p>Commitment to championing the well-being of our guests.</p>	<p>Experience of working at Board level or equivalent.</p> <p>Experience of designing, developing and restructuring services.</p> <p>Experience of championing causes which do not attract public support.</p>
Developing and maintaining relationships	<p>An inclusive and open leadership style.</p> <p>Ability to manage change effectively and build team cohesiveness.</p> <p>Ability to inspire, challenge and develop others, and to build effective teams.</p> <p>Ability to build and maintain successful working relationships across organisational boundaries.</p> <p>Ability to communicate effectively with a range of audiences- verbally and in writing.</p> <p>Ability to listen to and learn from</p>	<p>Evidence of influencing organisational culture.</p> <p>Experience of delivering services subject to external inspection [grant funders]</p> <p>Experience in leading multi-disciplinary teams.</p> <p>Experience of engagement with socially marginalised groups.</p>

	others.	
Managing the business	<p>Excellent people management skills.</p> <p>Demonstratable success in fundraising, especially grant funding.</p> <p>Proven business management experience for people, budgets and performance management.</p> <p>Organisation skills, including effective use of information technology.</p>	<p>Experience of guest, staff and customer feedback to improve services.</p> <p>Experience of management in a complex [possibly a commercial] operational setting.</p> <p>Experience of developing self-sustaining projects or enterprises.</p> <p>Evidence of securing improvements in service quality and value for money.</p> <p>Evidence of resilience in dealing with untoward events.</p> <p>Evidence of generating new sources of income.</p>
Personal	<p>A passion for the poor and socially marginalised.</p> <p>A passion for seeing lives saved and transformed by the love of God.</p> <p>Well honed emotional intelligence</p> <p>Acts with integrity.</p> <p>Deep empathy with our guests</p> <p>Energetic, warm friendly, and outgoing</p> <p>Able to work unsupervised; self motivated.</p> <p>Satisfactory Enhanced DBS</p> <p>Has the right to work in the UK</p>	

8. MAIN TERMS OF EMPLOYMENT

1. SALARY

£53,000 to £58,000pa

2. HOURS OF WORK [37.5 per week]

Monday – Friday with some evening engagements.

3. ANNUAL HOLIDAY

25 days per year, excluding public holidays.

4. SICK PAY

Statutory Sick Pay on joining and then 4 week's paid occupational sick leave after 6 month's service increasing after 12 months to 6 weeks.

5. PENSION

Our Workplace Pension Scheme is the People's Pension. You are required to join this scheme unless you decide to opt out; the employee contribution is 3% of salary and the employer contribution is 3%.

6. PROBATIONARY PERIOD

3 months.

7. NOTICE PERIOD

4 weeks' notice by you and the Trustees during the probationary period increasing to 12 weeks when confirmed in post.

8. OTHER BENEFITS

Staff discount of 50% in our Charity Shop after 8 weeks service.

APPENDIX: NICENE CREED

I believe in one God,
The Father, the almighty,
Maker of heaven and earth,
Of all that is,
Seen and unseen.
I believe in one Lord, Jesus Christ,
The only Son of God,
Eternally begotten of the Father,
God from God, Light from Light,
True God from true God,
Begotten, not made,
Of one being with the Father.
Through him all things were made.
For us men and for our salvation
He came down from heaven;
By the power of the Holy Spirit
He became incarnate of the Virgin Mary,
And was made man.
For our sake he was crucified under Pontius Pilate;
He suffered death and was buried.
On the third day he rose again
In accordance with the Scriptures;
He ascended into heaven
And is seated at the right hand of the Father.
He will come again in glory
To judge the living and the dead,
And his kingdom will have no end.
I believe in the Holy Spirit,
The Lord, the giver of life,
Who proceeds from the Father and the Son he is worshipped and glorified.
He has spoken through the Prophets.
I believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
I look for the resurrection of the dead,
And the life of the world to come.