



About Re:Uniform

The Reuniform project is based at Trinity Methodist Church in Hull. It was set up in July 2019 as an initial idea of Emma Hardy MP for Hull West and Hessle, involving many other churches across Hull.

The project collects and redistributes used school uniform from across Hull and surrounding areas to those that need for free. As the cost of living goes up, it is increasingly difficult to afford the cost of school uniform especially when some secondary uniform can reach hundreds of pounds per child.

It was named "Re:uniform" to remind people that we do need to "Reduce, reuse and recycle" if we are to reduce our impact on planet Earth. Since it started, Reuniform has helped over 1000 children get free new-to-them school uniform. Starting as a termly distribution event, it has now expanded to meet a growing demand to be twice termly. Over time, the project has teamed up with various supermarkets in the area that help with providing collection points for the clothing. Some also donated their unsaleable yet new clothing. Sharewear in Sheffield has also become a useful supplier of supermarket excess stock which would otherwise go to landfill.

All of this work would not be possible without the tireless and enthusiastic support of a large team of volunteer sorters, folders, washers, those that put clothing into bags and our delivery team!

For more information about what we do, please click the link:

<http://www.hullcentreandwest.org.uk/the-reuniform-project/>

We are actively recruiting for a part-time paid coordinator to work 8-hours per week who will support the arranging, action the collecting and oversee the delivery of uniform.

- For further information please email **Susie** at trinitymethodisthull@gmail.com (Please also use this email address to return your completed application forms)
- Closing date for completed application forms is **5pm on Friday 5th May 2023.**
- Interviews will be held on **Tuesday 16th May 2023** at the project (**Postcode: HU5 2EJ**)



Job Title:	Coordinator at Reuniform.
Lay Employee in:	Hull (Centre & West) Methodist Circuit.
Employed by:	Trinity Methodist Church.
Location:	Based from Trinity Methodist Church, Newland Avenue, Hull, HU5 2EJ.
Responsible to:	The Coordinator will be employed by the Trinity Methodist Church, responsible to their appointed Line Manager and Church Trustees.
Purpose of Role:	To coordinate the Reuniform project by supporting, arranging, and actioning the collection and distribution of uniforms for the project.

Although coordinating Reuniform is about getting used and donated school uniform to anyone that requests it within the HU postcode region, it is also a very important part of the missional outreach of Trinity Methodist Church. Reuniform is a way of giving to the community generously and without judgement. We give what we can to anyone who asks. It is about showing God's love to our city and surrounding areas. With this in mind, the love extends not only to the recipients of uniform, but also to the volunteers who give of their time, energy, and talents to make Reuniform what it is.

Main Duties and Responsibilities

- To work alongside, support liaise with, listen to, and manage an established team of committed volunteers with love and grace.
- To quickly become a trusted and integral part of the Reuniform team.
- To deliver a clear message and vision about what Reuniform means to people.
- To organise and take part in Reuniform meetings, with the steering committee and the church.
- To liaise with local media and use social media as necessary to promote the project.
- To manage Reuniform funds, in liaison with the church and project treasurer.
- To manage supplies for the centre and the office within an agreed budget.
- To build relationships with schools and hold them to account on their policies in line with guidance from government.

Other Duties:

- Any other duties and responsibilities that are identified by the Line Manager that are within the capabilities and level of responsibility of the Coordinator, and that are in line with the existing and developing needs and mission of the Reuniform project and Trinity Methodist Church.

Training Requirements:

- To fulfil the requirements of the post there will be additional training requirements in areas not exhaustive to Safeguarding, GDPR, EDI, Health, Safety, and Data Protection. Any such training will be undertaken during contracted hours, or it will be recorded as TOIL.

Terms and Conditions:

- Working hours will Be 8 hours per week worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there may on occasion be the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is currently £11 per hours. This will be reviewed annually in April, but will at the least match the National Living Wage.

- Annual leave entitlement for a full-time employee is 244.2 hours (including public holidays), calculated pro-rata for part-time employees. Based on a 8 hour working week annual leave entitlement for this post is calculated to be 53 hours, per annum.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Details of contribution rates will be provided on request.
- At least two days free of responsibilities each week.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references.
- Appointment is subject to completion of a satisfactory probation period of 6-months.

Management:

The Centre Manager will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Coordinator.
- Determine priorities for the work, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress and any training and development needs of the Coordinator, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the Coordinator.



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	Essential	Desirable	Method of Assessment
Proven Ability			
Good organisational skills	Yes		A, I
Able to work collaboratively and build professional and effective relationships with a wide range of stakeholders.	Yes		A, I
Able to liaise with, listen to, support and manage a team of volunteers with love and grace.	Yes		A, I
Able to work collaboratively and build and maintain professional and effective relationships with a diverse range of internal and external stakeholders.	Yes		A, I
Proficient in the use of IT in order to be able to maintain accurate records and produce relevant reports.	Yes		A, I
Proficient in the use of different social media platforms to communicate and promote the Reuniform service.	Yes		A, I
Special Knowledge & Skills			
Good communication and inter-personal skills, able to demonstrate a professional, approachable, sensitive style.	Yes		A, I
An understanding of the importance of GDPR and a commitment to fully embrace and deliver in line with Methodist Church policies in and around this subject.	Yes		A, I
Creative and adaptable to be able to see, react and respond to necessary change in the business model.	Yes		I
Any Other Requirements			
An understanding of the importance of and a commitment to adhere to Methodist policies and processes.	Yes		I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity, and Inclusion (EDI) and a commitment to the unique value of the individual in all aspects of life.	Yes		I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	Yes		DBS application

Commitment to continue professional and personal development and to undertake relevant training where it is identified by your line manager to be appropriate.	Yes		A, I
Holder of a full UK driving licence.	Yes		A, I

- A** Application form
- I** Interview
- W** Written Exercise
- P** Presentation
- G** Group Exercise
- Q** Proof of Qualification