

Job Title: Special Projects & Development Lead
Reports to: Board of Trustees (or nominated Trustee representative)
Location: Hope Farm, The Living Hope properties and project locations across Herefordshire
Salary: 15 hours per week at £15.00 per hour
Contract Type: Permanent



Job Purpose

The **Special Projects & Development Lead** plays a key role in developing Hope Farm and leading practical projects that support the vision of The Living Hope.

Working alongside residents, volunteers and the wider team, this role helps create opportunities for individuals to develop practical skills, confidence, routine and independence through meaningful work and positive relationships.

This is a varied and evolving role, combining project leadership, mentoring and practical support. As The Living Hope grows, the responsibilities of this role will continue to develop in line with the charity's vision and operational needs.

KEY RESPONSIBILITIES

• Hope Farm Leadership

Lead the day-to-day development of Hope Farm, ensuring it remains a safe, productive and welcoming environment.

Plan and coordinate projects that encourage resident participation, practical learning and community engagement.

Support the ongoing development of Hope Farm as a place of restoration, wellbeing and opportunity.

• Project Leadership

Lead and coordinate practical projects delegated by the Board of Trustees.

This may include:

- Property improvement projects
- Maintenance projects
- Furniture builds and repairs
- Gardening and landscaping

- Food growing projects
- Community projects and outreach activities
- Other projects that support the charitable objectives of The Living Hope.

• **Resident Mentoring & Development**

Walk alongside residents, encouraging them through practical work, mentoring and positive role modelling.

Support residents to develop confidence, work skills, routine, responsibility and independence.

Encourage participation in meaningful activities that contribute towards individual support goals.

Work closely with the House Manager and wider support team to encourage positive resident outcomes.

• **Health & Safety**

Promote safe working practices across all projects.

Carry out basic project risk assessments where appropriate.

Report any maintenance, safeguarding or health and safety concerns promptly.

Ensure tools, equipment and work areas are maintained safely and responsibly.

• **Communication & Team Working**

Work closely with trustees, staff, volunteers and external partners to ensure projects are delivered effectively.

Provide brief daily handover notes and project updates using The Living Hope's CRM system or by email where appropriate.

Attend regular supervision, team meetings and training sessions.

Maintain simple project records and information relevant to the role.

• **Christian Ethos**

Actively support and model the Christian vision, values and ethos of The Living Hope.

Build relationships characterised by integrity, grace, compassion and encouragement.

Pray with residents where appropriate and contribute positively to the spiritual life of the charity.

Represent The Living Hope professionally within the community.

REQUIREMENTS

Key Skills & Competencies

- Practical problem-solving skills.
- Ability to lead by example.
- Strong interpersonal and mentoring skills.
- Ability to motivate and encourage others.
- Good organisational skills.
- Ability to work independently and as part of a team.
- Good verbal communication skills.
- Basic IT skills sufficient to complete daily updates and communicate effectively.
- A practical, flexible and proactive approach to work.

Qualifications & Experience

- Experience working with vulnerable adults, addiction recovery, homelessness or community projects is desirable.
- Practical experience in construction, maintenance, gardening, farming, landscaping or similar environments is desirable.
- Experience mentoring or supporting individuals is desirable.
- Understanding of safeguarding principles.
- Full UK Driving Licence.

Additional Requirements

- Genuine Occupational Requirement: This post requires the successful applicant to be a practising Christian who is able to actively support and promote the Christian ethos of The Living Hope.
- Enhanced DBS check required.
- Flexibility to work occasional evenings or weekends where projects require.
- Commitment to ongoing training and professional development.