**Resources Coordinator**

**Smethwick, West Midlands**

*24 Hours per week.*

*SCP 21-25 £20,716.00 – £23,281.00 per annum, pro rata).*

**Fixed Term Contract until August 2020**

Brushstrokes is an award-winning project in partnership with Father Hudson’s Care, The Infant Jesus Sisters and the parish of St Philip Neri, Smethwick. The project is well established with a proven track record in supporting refugees, asylum seekers and migrants in Sandwell and surrounding areas.

This post will be responsible for co-ordinating the collection and distribution of practical resources and the management of the resource team of staff and volunteer. You will also be required to promote the work of Brushstrokes and develop an active network of donors across community, business, schools and faith communities in this area.

We require someone with experience to develop and manage our resources service (food or non-food resources). Successful candidates will have a knowledge of health and safety and food hygiene regulations and experience of managing staff and volunteers. With good IT and communication skills you will have the skills to develop our resource provision and be committed to work to the project’s ethos of ‘Welcoming the Stranger’.

**Visit** [**www.fatherhudsons.org.uk**](http://www.fatherhudsons.org.uk) **for an application form or e-mail** [**personnel@fatherhudsons.org.uk**](mailto:personnel@fatherhudsons.org.uk) **quoting post reference number P1296**

**Closing Date:10th April 2019 – Interviews 16th April 2019**