

POSITION AND PERSON SPECIFICATION

POSITION TITLE:	Sunday Night Tea Co-ordinator/s
LOCATION:	Pilgrim Uniting Church, 12 Flinders Street, Adelaide
INDUSTRIAL INSTRUMENT:	Volunteer role
TYPE OF APPOINTMENT:	Part-time circa 0.4 FTE –15 hrs per week

DATE CREATED: 5/2025

POSITION DESCRIPTION

1. About Sunday Night Tea

Sunday Night Tea (SNT) is a key part of Pilgrim Uniting Church's outreach to the city of Adelaide for those experience homelessness or rental difficulties. A weekly meal is served to a growing number of guests in the hall adjacent to Pilgrim Church each Sunday 5.30-6.30pm. (Usually volunteers clean up and leave by 7.00pm.) SNT receives financial and food support from community organisations and businesses. About 80 committed volunteers from Pilgrim and beyond, prepared and served over 3,500 meals in 2024. The Coordinator/s role is crucial to the planning operation of SNT.

2. Summary of the broad responsibilities of the position:

This summary is constructed from the list of activities provided by the current co-ordinators who have indicated their wish to resign from the role in the last week of July 2025. Documented processes and a practiced body of volunteers are in place.

Volunteers

- Co-ordinate and support a committed volunteer community, recruiting and inducting teams of approximately 8-10 volunteers as needed and maintaining a team of around 80 people.
- Update SNT general information and role description documentation as required. Inform new volunteers about the code of conduct and screening clearances.
- Ascertain those people willing to take on specific duties such as leader, security, and providers of home-made food (salads in summer and soups in winter).
- Update SNT general and role documentation, provide and manage volunteer nametags for each week's team. Follow up volunteers' queries and concerns (e.g. security). Sign-off any volunteers leaving SNT.

Rostering

- Prepare and email out four-monthly rosters, allocating volunteers to teams according to their availability, role preferences and willingness to prepare food.
- Maintain and update roster changes as required. Troubleshoot last minute absences.

Food and Equipment

- Order and shop for food according to the season and budget allocation: breads, cakes and seasonal fruit; cold meats and salad ingredients (in summer); lasagne and hot chickens (in winter).
- Monitor and replenish food cupboard supplies, mugs, plates and cutlery according to team leaders' feedback
- Liaise with Pilgrim office staff to ensure the replacement of kitchen staples and purchase of equipment as required.

Finance

- Contribute to the Pilgrim budget process. Maintain records of purchases, claiming regular reimbursement
- Seek financial support from external organisations (e.g., supermarkets and community organisations such as Rotary)

Reporting and Administration

- Report bi-monthly to Mission Development Committee; produce a short report with photos for the Pilgrim annual report
- Liaise with Pilgrim Office, Pilgrim Church Council, Adelaide City Council as required on compliance and policy issues
- Maintain comprehensive SNT records
- Organise signage, posters and banners to publicise SNT and welcome guests

Work, Health and Safety

- Accept responsibility for own and others' safety, and adhere to Pilgrim's Work, Health and Safety Policy and Procedures.
- Maintain Working with Children and Working with Vulnerable People Checks

3. Reporting/Working relationships

The SNT Coordinator/s

- Is accountable to Pilgrim Uniting Church Council through the Mission Development Committee
- Has a close working relationship with SNT volunteers, Pilgrim's Ministers, the Administration and Finance Manager, and Office staff
- Maintains and develops effective promotional relationships with community organisations and businesses.

4. Special Conditions

- Prior to their appointment and at a frequency determined by the Pilgrim Uniting Church Council, the SNT Co-ordinator/s will be required to have an approved current and satisfactory National Criminal History Record check (NCHRC).
- A current driver's license and access to a car.

5. Highly Desirable Skills and Experience

- A commitment to social justice
- Ability to demonstrate compassion, energy and integrity, along with a genuine affinity for interacting with people from diverse backgrounds, particularly from marginalised backgrounds
- Proven experience in volunteer co-ordination and leadership

- Good organisational, time management and communication skills
- Ability to determine priorities, display initiative, manage complex and competing priorities and develop effective solutions
- Practical knowledge of food service, safety and hygiene
- Positively represent the vision, mission and activities of an organisation
- Demonstrate a strong appreciation of the ethos and mission of The Uniting Church in Australia.

POSITION DESCRIPTION APPROVAL

I have the authority to approve this Position Description on behalf of the Pilgrim Church Council.



Elizabeth A Prior

26 May 2025

Signature of authorised person

Name

Date

ACCEPTANCE BY POSITION HOLDER

I have read, understand and agree with the requirements of the position as outlined above.

Signature of position holder

Name

Date