

Cornerstone Manager

Parish of Charlbury with Shorthampton

Hours: 10-15 hours per week, spread across the week

PayScale: £15 - £20/hr based on applicable experience and skills

Location: Hybrid working from Cornerstone, at home, and office space at St Mary's Church

Responsible to: Charlbury PCC

Accountable to: Vicar of Charlbury with Shorthampton

Please contact parishoffice@charlburychurch.uk **for more information**

History

The Cornerstone was launched in Charlbury in August 2020 by members of St Mary's Church to build on the outpouring of people helping each other following the start of the pandemic. The remarkable aspect of The Cornerstone is that it has continued to serve all parts of the community as a sharing hub without any associated stigma of need.

About the Role

We are looking for an organised, approachable, and person-centred **Cornerstone Manager** to lead and coordinate the Cornerstone project in Charlbury.

This is a varied role combining volunteer management, community support, partnership working, fundraising, and day-to-day coordination.

Key Responsibilities

- **Volunteer Management and Safeguarding**
- **Community and Pastoral Support**
- **Food and Community Partnerships**
- **Funding, Communications and Administration**

About You

We are looking for someone who is approachable, empathetic, and able to work effectively with people from all walks of life.

You will be self-motivated, reliable, and able to work independently, with good organisational skills and attention to detail.

You will be able to handle confidential information appropriately, be cost-conscious, and able to manage resources responsibly. You should be comfortable using Microsoft Word and Excel, and be able to build positive relationships with volunteers, local organisations, and people accessing Cornerstone's support.

You will understand the importance of safeguarding and be committed to promoting the welfare of children, young people, and vulnerable adults.

The role also requires someone who is sympathetic to the ethics and values of the Church of England.

This role is subject to the Church of England's Safer Recruitment and People Management Guidance and will require an enhanced DBS check. The successful candidate will be expected to undertake safeguarding training relevant to the role.