

# Cambridge Street Pastors

Caring, Listening and Helping



## Cambridge Street Pastors

### Administrator – Job Description

#### **Purpose of the Role**

To provide essential administrative support that enables the ministry of Cambridge Street Pastors to function smoothly. This includes coordinating volunteers, organising patrols, and maintaining communication with churches, partners, and the wider community. The role is rooted in Christian service and supports a ministry carried out in the name and spirit of Jesus Christ.

#### **Reporting To**

Chair of the Management Committee  
(or the Trustees in the absence of a Chair)

#### **Main Duties**

##### **1. Faith and General Responsibilities**

- Conduct all activities in a manner consistent with the Christian ethos of Cambridge Street Pastors, ensuring the work is underpinned by prayer, compassion, and integrity.
- Follow the guidelines issued by Ascension Trust, as supplemented or amended by the Cambridge Street Pastors Board of Trustees.
- Be flexible and willing to support the ministry by undertaking additional duties as required.
- Prepare reports for the Trustees and attend meetings as needed.  
Complete monthly returns for Ascension Trust.
- Liaise regularly with the Treasurer on financial matters and reporting.

##### **2. Volunteer Administration**

###### *Street Pastors, Prayer Pastors, and NightLite Volunteers*

- Manage applications from prospective volunteers, ensuring sufficient cover for all patrols.
- Arrange training for new Street Pastors, Prayer Pastors, and NightLite volunteers.

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- Oversee the administrative process for authorising new Street Pastors to begin patrols once training and safeguarding checks are complete.
- Maintain documentation for the ongoing training programme leading to commissioning.
- Support the coordination of commissioning events for new Street Pastors.
- Keep volunteer records accurate and up to date.
- Act as Director backup when required.

## 3. Patrol and NightLite Support

- Prepare and distribute the quarterly rota.
- Order uniform and supplies (blankets, first aid, water/snacks) for Street Pastor patrols and NightLite.
- Inspect and organise the NightLite and Patrol storage areas periodically, ensuring equipment is functional and supplies are stocked.
- Support Senior Street Pastors and NightLite leaders in collating data and completing shift reports.
- Schedule agency security for NightLite

## 4. Outward-Facing Communication

- Produce and distribute the weekly e-news update.
- Assist with maintaining online and offline media to promote the ministry, including updates to the Cambridge Street Pastors website and Facebook page.
- Help steward key funding relationships with our funders: local churches, individuals, trusts, Council, Police and the Cambridge BID.

## Person Specification

### General

- A committed Christian, in membership of a local church, with a satisfactory enhanced DBS check.
- Excellent verbal and written communication skills.
- Ability to work independently, identifying problems and creating solutions while knowing when to seek support.

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- Strong IT skills, including website updates, database management, and social media support.
- Competence in Microsoft Office and Google Workspace.

## Organisational & Time Management

- Ability to prioritise tasks and manage competing deadlines.
- Accurate record-keeping and documentation management.
- Strong attention to detail.

## Communication & Interpersonal Skills

- Professional email, phone, and in-person etiquette.
- Active listening and diplomacy.

## Problem Solving & Initiative

- Ability to identify issues early and propose practical solutions.
- Confidence in independent decision-making while recognising when to escalate.
- Flexibility to adapt to unexpected changes.

## Professionalism & Reliability

- Discretion with sensitive information.
- Consistency in meeting deadlines and commitments.
- Positive representation of the organisation in all interactions.

## Terms and Conditions

- Up to 8 hours per week.
- Salary: £ 15.00 per hour
- Home-based role; laptop provided, regular visits our base in Cambridge required.

## How to Apply

Please email CV and covering letter to:

Bill O'Hearn, Acting Chair of Trustees

[director@cambridgestreetpastors.org.uk](mailto:director@cambridgestreetpastors.org.uk)

Deadline: 01 March 2026

Interviews in Cambridge: 06 March 2026