

NIGHT LIGHT DEPUTY MANAGER

JOB DESCRIPTION



TERMS AND CONDITIONS

Post Title: Night Light Deputy Manager
Employed by: Acts Trust
Hours: 22.5 Hours per week
Location: Beaumont Manor, Lincoln
Salary: £31,250 (WTE) pro rata £18,750
Benefits include: Personal Wellbeing and CPD Budgets
Term: Until 31/3/29 (with the potential to extend, subject to NHS funding)



DESCRIPTION AND PURPOSE

Act Trust is a dynamic Lincoln-based charity founded by Alive Church with a mission to Empower People to End Poverty. To fulfil our mission, we mobilise volunteers and run projects which are constantly adapting and developing. These currently include:

- **Lincoln Foodbank:** Providing emergency food for people in crisis
- **Restore Programme:** Supporting people to overcome poverty causes through skills and knowledge development (Life Skills, Money Management, Employability, Wellbeing and International Welcome Cafe)
- **Night Light/Twilight Cafes:** Non-clinical, out-of-hours safe spaces every day of the week to support people's mental health in partnership with the NHS and local churches and charities
- **Community Grocery:** Providing low-cost food shopping for membership, alongside support

We are a **passionate** and **determined** team who love to **learn** and **serve** together. And with 15 years of experience working in the City, we are a **bold, empowering** and **reputable force for good**.

The Night Light Deputy Manager is responsible for assisting the Night Light Manager in leading and developing the Night Light Café Network across Lincolnshire. This includes:

- Providing Line Management to members of the Night Light staff team
- Being a key connecting point between Churches, Charities, Acts Trust and NHS partners and supporting delivery partners
- Ensuring that the Night Light Café Network operates with a trauma-informed approach
- Facilitating training for volunteers
- Assisting with the establishment and ongoing support of Night Light (in-person and digital offer) and Twilight Cafés across Lincolnshire with other partner organisations
- Helping to provide a caring and helpful community where Churches, partner organisations and volunteers have a good structure of support

KEY RESPONSIBILITIES

Leading the Network

Supporting the Night Light Café Network Manager in leading the Night Light Café network (including Twilight Cafés). This will include:

- Sharing the line management of the Network Leads with the Network Manager. The Network Leads are each responsible for a different area of the Network (North County, South County, Central, Digital and Twilight)
- Supporting the Network Manager in driving the vision of the Night Light Café project, promoting the culture of Acts Trust throughout the network and ensuring that a trauma-informed approach is evident in every area of the project
- Ensuring that the partner organisations have all the relevant policies in place and are compliant with NHS requirements

Expanding the Network

- Identifying potential new partners as the network expands and building relationships with them
- Supporting new developments such as the digital offer and new Night Light and Twilight cafés

Communication and Networking

- Attending Acts Trust staff meetings and Night Light department meetings as required
- Attending various meetings with the ICB and representing Night Light and Twilight at meetings within the Mental Health network
- Attending networking events to represent and promote Night Light and Twilight

Any other duties as requested by the Night Light Manager, CEO, Senior Leadership Team and Board of Acts Trust, including attending charity-wide events and meetings.

WHY THIS ROLE MATTERS

The Night Light and Twilight Cafe Networks are run by multiple partners, and this relies on Acts Trust to provide strong leadership and infrastructure. With this, our partners can make an incredible impact, supporting people in their communities who are struggling with their mental health. Your role will enable you to use your unique skills and talents to have a real impact on the lives of many people around Lincolnshire; improving mental wellbeing, reducing reliance on clinical services, and genuinely saving lives.

WHY JOIN US?

Use your talent to improve people's lives

Work closely with a motivated and supportive team

Play your part in our Mission to Empower People to End Poverty

ABOUT YOU (PERSON SPECIFICATION)

Experience:	Essential/Desirable
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Experienced in line management and leadership	Essential
Experience of partnership working across organisations	Essential
Experience of working with people with poor mental health	Essential
Experience/involvement in promoting community engagement	Desired
Skills and abilities:	
Strong Leadership skills	Essential
Excellent interpersonal skills, enabling the post holder to relate well to people from all backgrounds and ethnicities	Essential
Good communication skills – both written and verbal	Essential
Confident and able to work on own initiative and as part of a team	Essential
Able to prioritise work and demands	Essential
Positive outlook	Essential
Ability to lead and support a team of staff and volunteers	Essential
Imaginative and creative	Desired
Car driver/owner	Desired
Education and training:	
Educated to Level 3 or equivalent	Desired
Computer-literate with knowledge of Google Docs	Desired
Other	
Have a willingness to be trained and to train others	Essential
Happy to work flexible hours	Essential
Has a passion to work within effective community-run services	Essential
Consent to a Disclosure and Barring Service (DBS) check if one is not already in place.	Essential

Acts Trust actively seeks to recruit the right mix of talent, skills and potential, promoting equality for all, and welcomes applications from a wide range of candidates. We select candidates for interview when their skills, experience, and commitment to our values best match the needs of the role and the organisation. As we are a Christian Charity who primarily works through church partnerships, you will be happy to support and uphold our Christian values and participate in occasional worship services, prayer meetings and events.

Application Deadline: 26th May at 9am

Please download an application pack from the Jobs page on our website [Jobs - Acts Trust](#)