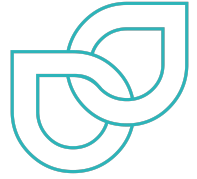


DAYLIGHT TUTOR

JOB DESCRIPTION



TERMS AND CONDITIONS

Permanent contract

20 hours per week

Annual Leave Entitlement - 17.6 days inc. bank holidays (5 weeks plus bank holidays, whole time equivalent)

Salary of £13,988pa (£26,228 whole time equivalent)

Based in Lincoln with delivery at various locations across the City

The role is subject to references and a DBS check

DESCRIPTION

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

- **Food and Daylight Team:**
 - **Lincoln Foodbank:** Providing emergency food for people in crisis
 - **Daylight:** Supporting people to overcome poverty through skills and knowledge development (Life Skills, Money Management, Employability and Well-being)
 - **Community Grocery:** Providing low-cost food shopping for membership, alongside support
 - **International Welcome Cafe:** International community, practising their English skills.
- **Night Light Cafes:** Providing safe spaces every day of the week to support people's mental health

We are a **passionate** and **determined** team who love to **learn** and **serve** together. And with 20 years of experience working in the City, we are a **bold**, **empowering** and **reputable force for good**.

You will be part of the Food and Daylight team that currently includes Lincoln Foodbank, Daylight and Lincoln Community Grocery. You will be line-managed by the Services Manager.

The role of the Daylight Tutor is to support the delivery of the programme by running sessions and workshops in accordance with our annual plan. This includes planning, preparing, delivering and reporting/gathering evidence on sessions and supporting the ongoing development of courses, sessions, and workshops, during low delivery weeks. Daylight workshops can be delivered as bite-sized conversational sessions with the primary aim of connecting with Night Light and Foodbank. To support these groups further, the role extends in offering and delivering 'train the trainer' sessions, to facilitate engagement with the bite-sized conversations, to team members of Night Light, Foodbank Distribution Centres, and any other partner organisation.

We may develop new courses/workshops over time, and revise existing material, to which opportunity will be given for you to contribute.

Under the leadership of the Services Manager and in line with the annual programme, you will deliver sessions to guests/ beneficiaries in the following areas, listed by priority:

1. Community Groups run by partner churches, particularly those delivering Foodbank and Night Light Cafes
2. Any other partner organisation who request us to deliver workshops to their existing community groups

Courses and workshops will be delivered for members who are already connected to the groups above. From time to time, some of these will also be advertised to members of the public. We encourage you to support this promotion.

KEY DUTIES AND RESPONSIBILITIES

Delivery

- Deliver sessions as directed by the Services Manager, up to 9 hours of direct delivery time per week during term-time*
- Training team members in delivering bite-sized conversational sessions within existing services
- Where required, undertake training in order to lead each of the course modules and workshops. This will include:
 - CAP Job Club Coach training
 - CAP Money Coach training
 - CAP Life Skills facilitator training
 - Wellbeing workshops
 - any other courses or sessions as developed
- Sessions delivered could also include training courses designed for staff and volunteers, such as Befriending training and Warm Welcome & Boundaries training.
- Be responsible for the collation and collection of the required equipment and resources before sessions.
- Making contact with the team leader in the community you are teaching at and building/maintaining good relationships.
- Assist with revising existing courses and workshops and exploring the creation of new material during non-term-time.

** Term-time - mainly follows the school term periods, to enable engagement in courses by adults with responsibility for children*

Communication and Promotion

- Send reminders to the people who have been booked in before each session.
- Consider onward pathways for individuals who attend Daylight sessions and courses. In most cases, this will be accessed through the existing community being delivered to, with the host team taking responsibility for this. However, you may have wider insight for onward support, particularly for individuals who have been externally recruited for courses and sessions.
- Seek all opportunities to raise the profile of Daylight, including sharing Acts and Food and Daylight social media posts and press releases.
- Attend internal Acts and Food and Daylight team meetings as requested, as well as any external events as directed by the Services Manager in order to promote, recruit and build strong relational and referral pathways.

Performance Analysis and Development

- Complete, collect and collate session reports such as registers, Health & Safety checks, sign-up sheets, feedback forms and any other paperwork required.

Other duties

- Assist with occasional fundraising efforts for your team
- Actively seek personal and leadership development opportunities and training to enable you in your role
- Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues
- Actively promote and represent the ethos and work of Acts Trust
- Carry out any other appropriate tasks as requested by the FAD Services Manager, Acts Trust CEO, Acts Trust Senior Leadership Team and the Board of Directors

PERSON SPECIFICATION

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 all candidates for an interview based on their skills, qualifications, experience and commitment to our values and purposes.

As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a 'protected characteristic' (or 'genuine occupational requirement') for the post-holders to be Christians.

This post has been identified as having an “occupational requirement” under Schedule 9, Part 1, paragraph 1 and 3 of the Equality Act 2010, where it is a requirement that this post be filled by a Christian due to the requirement of the post holder to lead or participate in worship, prayer and Bible study.

** CAP - Christians Against Poverty courses require a second interview with CAP, who must approve all staff and volunteers delivering their material. These roles have the same genuine occupational requirement.*

The postholder will be required to demonstrate an active and clear commitment to the Christian faith.

Essential

Effective planning and teaching delivery	(A/I/R)
Good organisational skills	(A/I)
Understanding of health and safety issues and good practice	(A/I)
Work independently and be a team player	(A/I/R)
An ability to develop good working relationships with guests and staff	(A/I/R)
Effective personal and time-management skills	(A/I)
Good ICT skills	(A)
If required, be willing to work towards a teaching qualification	(A)

Desirable

PGCE/Cert Ed (or equivalent)	(A/Q)
Previous experience of training with adults	(A/I)
Experience in delivering similar courses and sessions	(A/I)

Key: A – Application Form; I – Interview; R – Reference; Q – Qualification

HOW TO APPLY

If you wish to speak to someone about the role, please contact Carolyn Bradbury (Services Manager), who can agree a time with you. Please email office@actstrust.org.uk

If you would like to apply, please request an **Application Form** by emailing office@actstrust.org.uk

Once received, we will acknowledge receipt of your application.

If your application continues through our selection process, this will include a face-to-face interview in Lincoln with a 10-minute delivery session using the materials we will supply, along with the confirmation details of the interview. If deemed appropriate, it may also include a practical interview with some of our beneficiaries.

We look forward to meeting you!

Application Deadline: Monday 27th July 2026 at 12pm

Interviews: Tuesday 4th August 2025