



Unitarian
Transformers

Job Description and Person Specification

Project Lead – Unitarians in the Community

Thank you for your interest in this opportunity!

This is an exciting and innovative new initiative supported by the Unitarian movement to develop and support a new community of Unitarian and like-minded people in the heart of Newcastle.

This is a brand new venture for us, and one that may be replicated across the country, so being flexible and innovative at this stage will help us develop our first pilot project in Newcastle, and to develop, grow, and learn from it!

In the first year of the project our aspirations are that there will be at least one regular weekly (day/evening) spiritual gathering drawn from a new community of people (which will complement the Sunday events already happening); and that our Project Lead will have explored a wide range of opportunities and possibilities for outreach into areas of social action/initiatives (which could include areas of personal interest and expertise), and have been able to develop this and be working with, and appointing volunteers to support this.

Our project lead will therefore need to be at the forefront of a new initiative:

- A self starter who is a real 'people person'!
- Someone with gifts that will inspire others within the context of encouraging individuals to be spiritually reflective, encouraging and exploring religious freedom, valuing different faiths and perspectives and ethical principle
- Someone who is able to develop great community relationships, spot opportunities, understand charitable organisational responsibilities and project manage and be at ease in communicating with people at all levels.
- Being able to spearhead a project that is supported by the personal commitment of Newcastle Unitarian Trustees and key stakeholders including Unitarian Transformers, our Project Lead will help us learn from setting things up, reflect on progress and opportunities, and offer expertise.

To find out more about us visit:

<https://www.unitarian.org.uk>

<https://unitarian-college.org.uk/what-is-a-unitarian/>

Our job description and person specification for the role are in the context of this being a 'start up' project and we recognise that the skills, knowledge and experience needed may develop over time.

The Project Lead role is designed to:

Deliver an overall strategy that seeks to develop a vibrant and enhanced Unitarian presence in Newcastle upon Tyne.

Increase the numbers of people engaging with Newcastle upon Tyne Unitarians, doing this in the context of a wider portfolio of opportunities, focused under the umbrella term of “spiritual, not religious” within a community setting.

Balance a complex diary of active multiple workstreams

Recruit, grow and inspire volunteers from a variety of backgrounds and experience and with a range of abilities and personal needs.

Nurture links with other community and faith groups that are active in Newcastle upon Tyne and broadly share a Unitarian ethos creating, or joining effective and supportive networks and partnerships.

Seek out best practice elsewhere and bring it to Newcastle when the fit seems right.

Generate ideas as part of a process of innovation and growth, working in tandem with Trustees, partners and stakeholders.

Be a public face for the Unitarians in Community.

Deliver against, and contribute to the project from both strategic and operational perspectives

Report into our governance structures and a pre-agreed framework of project and performance objectives able to present and share learning

Contribute to the development of a long-term strategy to ensure Unitarian growth within Newcastle upon Tyne, extending the social and spiritual offer.

Core skills needed include:

Effective communication and presentation skills
Community understanding and networking
Great people skills – tact, consensus building, awareness and brokering mutually beneficial agreements
Time management and an eye for deadlines within complex project oversight and management
Excellent IT skills (email, powerpoint, spreadsheets etc)
Budget management
Grant applications and knowledge of fundraising techniques

Salary	£17,500 (based on £35,000 fte)
Hours of work	18.5hrs a week to include occasional evening or weekend working (TOIL will be given for any agreed additional hours)
Benefits	Flexible working 6.2 weeks annual leave including bank holidays pro rata Pension contribution (into NEST pension or directly paid into an existing personal pension)
Length of Contract	18 months initial contractual arrangement with the possibility of extension
Specifics of the role	Able to travel with ease within Newcastle An Enhanced DBS and references will be a safer recruitment requirements for this role. Home working and with regular visibility at local venues as appropriate
Reporting to	Project Board and Director

To arrange for an informal conversation about the role

Please contact:

Judith Knight at judith@judithknighthr.com

To apply for the role

Please submit a CV and covering letter detailing your interest in this post and referring to the elements of the role, what it is designed for, and the core skills needed, and send to judith@judithknighthr.com

Closing date 31st October 2025

Interview date (In Newcastle venue to be confirmed)