

**Dear Sir or Madam,**

**POST OF FULL TIME COMMUNITY WORKER**

Thank you for your interest in Haltwhistle Methodist Church and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

- Job Description and Person Specification
- Application form
- Information about Haltwhistle Church, the Circuit and other information relevant to the post

If you wish to make an application, please complete the form and return it to the *Rev Alex Dunstan* by *Wednesday 2<sup>nd</sup> May 2018*, which is *the closing date*. It is essential that every section of the application form be completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called for an interview on *Friday 25<sup>th</sup> May 2018*. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely

Rev Alex Dunstan



## **Haltwhistle Methodist Church are looking for a...**

### **Full Time Community Worker**

Salary: £16,258

#### **Are you:**

- Seeking a dynamic opportunity to engage in mission and evangelism through building relationships with people of all ages in this close-knit community.
- Excited to develop outreach and pastoral work supporting people from initial contact along a journey into Christian discipleship.
- A committed Christian looking to create a role that encourages and enables people in their faith journey, whatever stage they may be at.

#### **Further Information:**

Haltwhistle Methodist Church has traditional worship services and a more informal Breakfast Worship. Sunday School is growing and the Church is part of Haltwhistle Churches Together, supporting Messy Church and other ecumenical events.

Many different community groups use the space such as Drop-in, Women's Fellowship, Art Club, Men's Forum and Coffee Mornings

We have good links with the Local First Schools where Open the Book is a highlight! We enjoy close contacts with other community groups and businesses.

There is a genuine occupational requirement for the post holder to be a Christian.

#### **For further details and an application pack please contact**

Rev Alex Dunstan 01434 603761 [alex.dunstan@live.com](mailto:alex.dunstan@live.com)

Closing date for applications: Wednesday 2<sup>nd</sup> May 2018

Interview date planned for: Friday 25<sup>th</sup> May 2018

## Job Description

# The Methodist Church

## JOB DESCRIPTION

|                                |  |
|--------------------------------|--|
| <b>Job Title:</b>              | Full Time Community Worker   |
| <b>Lay Employee in the</b>     | Haltwhistle Methodist Church   |
| <b>Location:</b>               | <b>Haltwhistle</b>   |
| <b>Responsible to:</b>         | The Community Worker will be employed by the Haltwhistle Methodist Church and will be and will be accountable to the Community Worker Management Group |
| <b>Purpose and Objectives:</b> | Support and develop outreach and pastoral work to facilitate and promote introductions to and deepening of faith in Jesus Christ                       |

### Main Responsibilities

#### Purpose of the position

- The Community Worker has an exciting opportunity to engage in mission and evangelism through building relationships with people of all ages in this close-knit community. The post gives the Community Worker the chance to develop outreach and pastoral work, being innovative in supporting people from initial contact along a journey to Christian discipleship. The post requires a committed Christian looking to create a role that enables and encourages people in their faith journey, whatever stage they may be at. The post will require the successful candidate to have access to their own transport enabling them to attend meetings freely over flexible hours throughout the week.

#### Outcomes

- An increase in the numbers at worship in whatever form that may take
- Vibrant small groups with greater attendance formed and sustained
- More lay people taking on leadership roles

#### Key responsibilities and tasks

- In collaboration with the church leadership, build strong relationships with the different groups leading to facilitating and promoting introduction to, and the deepening of faith in Christ
- Engage and build relationships with local community groups
- Encourage, participate in and support the church community in offering welcome, hospitality and opportunities to be introduced to or reminded of the Christian faith
- Enable individuals to develop their faith, through prayer, study, action and relationships.
- Offer pastoral care to people.
- Embrace and work towards the Circuit Mission Strategy of building vibrant Christian Communities.
- Regular participation in Sunday worship at Haltwhistle Methodist Church.
- Raise the profile of the church in the local community and work with Methodist folk to enable ways to bless the community

**Terms and conditions**

- The post is a fixed term post of three years due to funding
- The basic Salary will be £16,258. (This is currently under review due to the setting of the Living Wage by the Connexional Allowances Committee.)
- Normal working pattern: 37 hours per week with flexibility including evenings and weekends and one clear day off per week.
- Reasonable expenses will be reimbursed. You **will** be expected to use a car for this job.
- There is a contributory pension scheme of 6% to which eligible Community Workers will be auto enrolled. Community Workers who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week, fixed but flexible.
- 28 days including Bank holidays per year annual leave.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Sick Pay will be as terms and conditions
- To work within the Policies and Practices of The Methodist Church

**Management**

The Community Worker will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee and work closely with the minister.
- Work with the Community Worker to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the Community Worker.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Community Worker on a regular basis (meetings will take place regularly during the probationary period and there after.)
- Line Management be provided by an named member of the Management Group

The Minister will offer Pastoral support to the Lay Worker

**Last Date Modified:** 29<sup>th</sup> March 2018 AD

## Person Specification



### PERSON SPECIFICATION

#### Post: Full Time Community Worker

Community Worker in Haltwhistle; Circuit based in Tynedale; Haltwhistle Methodist Church

| Attributes                            | Essential   | Desirable   | Method of Assessment |
|---------------------------------------|---|---|----------------------|
| <b>Education &amp; Training</b>       | Recognised relevant qualification eg. Diploma in Youth and Community Work <b>OR</b> relevant experience undertaking this kind of work | Theological/Bible College Qualification or practical Mission Qualification                                      | Q, I                 |
| <b>Proven Ability</b>                 | Prior or Current active involvement in outreach, mission and pastoral work  | Experience of working in a Church environment<br>Experience of leadership of discipleship courses/Bible Studies | A, I                 |
|                                       | Experience of working with other Community Groups and organisations   | An ability to relate to people of all ages  | A, I                 |
|                                       | Experience of supervising, training and working alongside volunteers  |   | I or E               |
| <b>Special Knowledge &amp; Skills</b> | Self-motivated with an ability to plan and execute own work, to deadlines where appropriate   |   | A, I                 |
|                                       | Adaptable to different contexts, people and tasks   | Willingness to try activities outside of their own comfort zone   | I                    |
|                                       | Good organisational skills  |   | I                    |

**PERSON SPECIFICATION**

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|                                       |  |   |          |
|---------------------------------------|--|---|----------|
|                                       | Relevant IT skills and an ability to create links through Social Media                           |   | A        |
| <b>Special Qualities or Aptitudes</b> | Commitment to Christ and a passion for bringing people into relationship with him and the Church | Active worshipping member of the Church supporting the Church family and its activities | A, I     |
|                                       | Approachable, warm and friendly with strong inter-personal skills                                |   | I        |
|                                       | Ability to work as part of the Church Leadership Team  |   | I        |
|                                       | Adaptable communication style including speaking to large groups                                 |   | A, I     |
|                                       | Awareness of issues relating to Safeguarding of children and Vulnerable Adults                   |   | A        |
| <b>Any Other Requirements</b>         | Ability to manage many different activities at the same time                                     |   | A, I     |
|                                       | Good written and Spoken English  |   | A, I     |
|                                       | Satisfactory Enhanced Disclosure from the Disclosure & Barring Service                           |   | DBS<br>A |
|                                       |  | Knowledge of the Methodist Church and its organisation                                  | I        |
|                                       |  |   |          |

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

**Last Date Modified:** 29<sup>th</sup> March 2018

The **Methodist** Church 

## **Haltwhistle Methodist Church**

### **Further Information**

#### **An example of weekly activities:**

- Sunday: 10.30am Worship and Sunday School
- Monday: 2pm Choir Rehearsal
- Tuesday: 10am Drop-In
- Wednesday: 2.30pm Women's Fellowship
- Thursday: 7pm WI
- Friday: 10.30am Art Club
- Saturday: 9.30am Coffee Morning

10am Prayer Pop-In

#### **An example of monthly activities:**

- Wednesday: 9am Breakfast Worship
- Wednesday: 7pm Men's Forum
- Thursday: 10am Open the Book Assembly
- Thursday: 3.30pm-5.30pm Messy Church
- Friday 9.30am Church Prayer Meeting

#### **For Further Information about the Circuit and Community:**

- [www.tynedalemethcircuit.org](http://www.tynedalemethcircuit.org)
- Facebook: Haltwhistle Matters
- <http://www.visithaltwhistle.com>
- [www.haltwhistlecommunitycampus.co.uk](http://www.haltwhistlecommunitycampus.co.uk) (Haltwhistle Schools)