

2<sup>nd</sup> February 2021

Dear Sir/Madam,

**POST OF COMMUNICATIONS CO-ORDINATOR IN THE TYNE DALE METHODIST CIRCUIT**

Thank you for your interest in post of Communications Co-ordinator in the Tynedale Methodist Circuit and for requesting further information about the vacancy. The post is initially a fixed term contract for 22.5 hours a week until August 2022. We hope the successful applicant will begin work in March or April 2021.

I am pleased to enclose an Application Pack which contains the following information:

- Advert
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

If you would like to receive any of the pack in electronic format, please email revpauldunstan2016@outlook.com and they will be forwarded to you or you can download them from www.tynedalemethcircuit.org

If you wish to make an application for the post, please complete the enclosed application form. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please also provide us with contact details for three references and complete and return with your application the enclosed Equal Opportunities Monitoring Form.

Please send your application to Rev Paul Dunstan at the address above or by email to revpauldunstan2016@outlook.com **The closing date for applications is 12 noon on Friday 26<sup>th</sup> February 2021 at 12noon.**

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview in week commencing 8<sup>th</sup> March. We will do our best to write to applicants who are not shortlisted.

If you have any questions or would like an informal conversation about the post, please contact me by email (revpauldunstan2016@outlook.com) or phone (01434 603761).

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

Yours sincerely

Rev'd Paul Dunstan, Superintendent Minister.



**Tynedale**  
Methodist Circuit

**Could you make a difference in  
the Tynedale Circuit?**

**Are you looking for a new  
opportunity?**

**Could you be part of the new  
Enabling Services team?**

The Tynedale Circuit is a large and vibrant group of Methodist Churches seeking to worship and serve God. The Circuit's commitment across Tynedale is to see vibrant Christian communities which introduce people to life in the Kingdom of God and help people to live as followers of Jesus Christ.

As part of achieving its vision the Circuit is establishing an enabling services team. This team will lead, co-ordinate and deliver the enabling services which are needed to help the Circuit achieve its vision. These enabling services include Property, GDPR, Governance, Communications, Administration, Finance, Compliance, Legal, Charity Registration, Safeguarding.

The team will deliver these services for the Circuit itself and enable them in the local churches of the circuit. The team will include paid members of staff and volunteers and be led by the employed Enabling Services Manager. The team will work closely with the Circuit Ministers and Circuit Stewards in particular ensuring the Circuit Ministers are released from administrative tasks so they can be free for missional and pastoral ministry.

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The Circuit is now recruiting a Communications Co-ordinator to work alongside the Enabling Services Manager. This role is initially for a fixed term until 31<sup>st</sup> August 2022. During this period the Enabling Services Team will be established and a review of the Circuit's pastoral staffing will take place. The circuit intends the role to continue beyond August 2022 but the tasks and hours for the roles will be reviewed once the team is established and the wider staffing review has taken place, hence why the role is currently a fixed term appointment.

**Communications Co-ordinator**  
**22.5 hours a week**  
**£20,000 pro rata (actual salary £12,000)**

**To develop and implement the communications strategy for the Circuit  
including creating, designing and producing material for print and online platforms.**

Closing Date for Applications is Friday 26<sup>th</sup> February at 12 noon.

Interviews are expected to take place in week commencing 8<sup>th</sup> March 2021

For more information on how to apply please download the application pack from the Circuit Website:  
[www.tynedalecircuit.org](http://www.tynedalecircuit.org) For an informal conversation about the role please contact Rev. Paul Dunstan: 01434 603761 or [revpauldunstan2016@outlook.com](mailto:revpauldunstan2016@outlook.com)

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<b>Job Title</b>	Communications Co-ordinator Lay Employee in the Tynedale Methodist Circuit
<b>Location</b>	Hexham Trinity Methodist Church, Beaumont Street, Hexham, NE46 3LS
<b>Responsible to</b>	Enabling Services Manager
<b>Relationships</b>	Enabling Services Manager Circuit Ministers Circuit Stewards Church Stewards and Officers Church, Circuit and District Administrators
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To develop and keep under review the Communications Strategy for the Tynedale Methodist Circuit.</li> <li>To implement the Communications Strategy across of wide variety platforms including creating, designing and producing material for print, email, web and social media.</li> </ul>
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>To develop and keep under review the communications strategy for the Tynedale Methodist Circuit including brand and key messages.</li> <li>To develop and manage the circuit website.</li> <li>To develop and manage the circuit's social media presence.</li> <li>To curate and encourage content from around the circuit for print, web and social media platforms.</li> <li>Design &amp; production of high-quality advertising to enable outreach.</li> <li>Design &amp; production of high-quality AV resources for teaching and outreach.</li> <li>To help local churches develop their advertising, web and social media presence including preparation of templates for local churches to use.</li> <li>Design and publication of the Circuit Directory.</li> <li>Assist with plan-making, gathering preacher availability and local church 'special requests', design and production of the Circuit Plan.</li> <li>Design &amp; maintain circuit events calendar.</li> <li>To participate as required in the Circuit Leadership Team to enable communications.</li> </ol>
<b>Hours of Work</b>	<p>This post will be for 22.5 hours per week to be worked over 3, 4 or 5 days.</p> <p>The normal hours of work will be agreed with the line manager. Some flexibility in working hours may be required due to the nature of this post and the opportunities which may arise from the work. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
<b>Policies and Procedures</b>	As a member of Circuit Staff you are expected to follow the Tynedale Methodist Circuit Policies and Procedures.
<b>Remuneration</b>	<p>The salary for this post is £20,000 per annum pro rata. Actual salary £12,000</p> <p>Salaries are reviewed on an annual basis.</p>
<b>Holiday Entitlement</b>	<p>5 weeks per year plus Bank Holidays.</p> <p>Details are specified in the terms and conditions of employment.</p>
<b>Sick Pay</b>	Entitlement in accordance with the terms and conditions of employment.

<b>Pension</b>	The Circuit operates an employee contributory pension scheme and will match your contributions up to a maximum of 6%
<b>Probationary period</b>	The appointment is subject to the completion of a satisfactory probationary period of 3 months and completion of the Creating Safer Space Foundation Module.
<b>References</b>	The appointment will be subject to satisfactory references
<b>DBS Check</b>	This appointment is subject to a satisfactory DBS Enhanced Check

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to A level or have equivalent qualification	Educated to degree level or have equivalent qualification	Q
		Completed Creating Safer Space Foundation Module	Q
Proven Ability	Experience of working or volunteering in communications.	Experience of working for a Church or Charity.	A, I
	Ability to develop a communication strategy.		A, I
	Experience of writing content for web and social media.		
	Experience of producing high quality publicity materials for print production.		A, I, P
	Experience of producing high quality videos for web and social media.		A, I, P
	Experience of managing a website and social media channels.	Experience of curating and encouraging volunteers to produce content for web and social media.	A, I, P
Special Knowledge and Skills	Able to use design, photo and video editing software.		A, I,
	Able to use web content management systems.	Experience of using Chrestos Content Management System	A, I
	Able to use Microsoft Word, Excel, Outlook and PowerPoint.		A, I
Special Qualities or Aptitudes	Ability to be self-manage a wide and diverse workload.		A, I
	Ability to collaborate with ministers and volunteers to produce communications material.		
	Passion for communicating the Christian message.		A, I
	Understand and be in sympathy with the aims and work of Tynedale Methodist Circuit and The Methodist Church in Great Britain	Current and active participant in a Christian Church which is part of Churches Together in Britain and Ireland	A, I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		DBS Application

**Key:** Q - Qualifications Records, A - Application, I - Interview, E - Exercise, P- Portfolio

## APPLICATION FORM FOR AN APPOINTMENT IN THE TYNE DALE METHODIST CIRCUIT

### CONFIDENTIAL

To be completed by the employing body prior to issue:

<b>POST:</b>	Communications Co-ordinator
<b>METHODIST CHURCH/CIRCUIT:</b>	Tynedale Circuit
<b>CIRCUIT NO.</b>	20/8
<b>DISTRICT:</b>	Newcastle Upon Tyne
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b>	<p>Rev'd Paul Dunstan Westfield, Westfield Terrace Hexham Northumberland NE46 3DJ</p> <p>E-mail: revpauldunstan2016@outlook.com</p> <p>Telephone: Manse/Home - 01434 603761</p>
<b>CLOSING DATE:</b>	Friday 26 <sup>th</sup> February 2021 at 12 Noon

**Please complete this application in black ink or black type**

## 1. PERSONAL DETAILS

This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with \* must be completed.

**Post applied for:**

Communications Co-ordinator

**Where did you hear about the post**

**Title:**

**Surname:** (Block letters)

**First names:**

**Address:** (Block letters)

**Post Code:**

**Telephone number:**

Home:

Daytime:

Mobile:

**E-mail address:**

**WORK PERMIT\*** : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before Hexham Trinity Methodist Church can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes ☐

No ☐

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick)

Yes ☐

No ☐

If **“No”** please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?

☐ Yes ☐ No

If yes, please supply further details:

**EQUAL OPPORTUNITIES:** In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

## INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- Along with this application you have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Pages 1 to 3 of this form and the equal opportunities form will be removed by the Church Office before the applications are circulated to the interviewing panel for shortlisting.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

## APPLICATION FORM

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	Communications Co-ordinator
<b>METHODIST CHURCH/CIRCUIT</b>	Tynedale Methodist Circuit
<b>CIRCUIT NO.</b>	20/8
<b>DISTRICT</b>	Newcastle Upon Tyne
<b>CLOSING DATE</b>	Friday 26 <sup>th</sup> February 2021 at 12 Noon

For Office Use Only	
<b>Date Received</b>	
<b>Application No</b>	
<b>Special needs at Interview</b>	
<b>Shortlisted</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Appointed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**2. EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

**3. Why are you applying for this job?**

**4. What particular proven abilities, qualities and other attributes would you bring to the post?**

**5. How do you think you would do the job?**

**6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.**

**7. Additional Information**

You are welcome to give additional information, which may be written, in the space below.

**8. REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

**1.****Name:****Position:****Organisation  
Name and Address:****Email:****Telephone:****2.****Name:****Position:****Organisation Name and Address:****Email:****Telephone:****3.****Name:****Position:****Organisation  
Name and Address:****Email:****Telephone:**

**9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**

Signature:

Date:

## Equality and Diversity Monitoring Form

Tynedale Methodist Circuit aims to have a workforce that reflects the diversity of talent, abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff is treated equally and fairly.

If you do not wish to complete any section of this form, please tick the appropriate 'prefer not to say' box.

This monitoring form will be detached from the application form prior to short listing. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

<b>Name:</b>	
<b>Post applied for :</b>	Communications Co-ordinator

<b>Age:</b>	16 - 17	18 - 21	22 - 30	31 - 40	41 - 50
	51 - 60	61 - 65	66 - 70	70 +	

<b>Sex :</b>	Male	Female	Prefer not to say
	Is the sex you indicated the same as your sex at birth?		
	Yes	No	

<b>Nationality:</b>
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<i>Asian or Asian British</i>		Bangladeshi	<i>Black or Black British</i>		African
		Indian			Caribbean
		Pakistani			Other black background
		Other Asian background			
<i>Chinese</i>		Chinese	<i>Mixed</i>		White & Asian
					White & Black African
					White & Black Caribbean
					Other mixed background
<i>White</i>		British	<i>Other ethnic group</i>		Other
		Irish			
		Other white background			Any other ethnic group please specify

Religion/Belief/Faith:					
Baha'i	Buddhist	Christian	Hindu	Jain	Jewish
No Religion	Muslim	Sikh	Other (please specify)		Prefer not to say

Sexual Orientation:					
Bisexual	Gay man	Gay woman/ lesbian	Heterosexual /straight	Other (please specify)	Prefer not to say

Disability:			
<p><i>The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial &amp; long term effect on a person's ability to carry out normal day to day activities".</i></p>			
Do you consider yourself to have a disability?	Yes	No	Prefer not to say
<p>If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below:</p>			

**Thank you for assisting us by completing the Questionnaire**