

Community Development Enabler

POST: Community Development Enabler

Thank you for your interest in Southlands 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

Equality and diversity monitoring form

If you wish to make an application, please complete the form and return it to minister Rev Andy Lindley by **5pm** on the closing date which is **Saturday 11th August 2018**. Should you wish to post your completed application form, please send it to **Mr Bob Lawrence, 3 Nunthorpe Drive, York, YO23 1DY**. For more information, please contact Bob on **07850 482994** or by email at **bob@southlandsmethodist.org.uk**.

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please provide specific examples that reflect how you meet the requirements of the post.

Candidates who are shortlisted will be invited to attend an interview, which will take place on **21st August 2018, between 1 and 4pm**. If, this time would not be possible, then please advise us on application.

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 Andy Lindley (Minister)

Community Development Enabler

Job Description for Community Development Enabler

Post Community Engagement Enabler– 10 hours per week

Location The post is a church appointment, serving and based at Southlands Methodist Church.

Background Southlands Methodist church is a family church, that is presently exploring a new vision with an intent to create art studios, provide art workshops and gallery space, as well as expanding its regular community use. We are in the process of releasing space within the building, and encouraging wider use of its various spaces, and are looking for an individual to assist us in developing the art presence, proactively seeking new users, as well as engaging more relationally with our existing users. If we are successful in increasing the utilisation of the building, and increasing our income, then we anticipate this role expanding in both its breadth and number of hours over time.

The role will form part of the local ministry team with the minister in Pastoral charge, Rev Andy Lindley, Pastoral Mission Enabler John Bailey, the stewards team and other volunteers from the church and local community.

Purpose

To work with and represent the church and its partners in establishing the church as a busy, vibrant, spiritual, art and community venue, while maintaining its Christian ethos, mission and identity as a Methodist church.

To provide the administration support, to ensure effective communication between the various users of the premises and those who support its activities.

To work alongside the church family, in establishing opportunities for those using the premises to socialise, and build relationships between users.

Responsible to

Jill Johnson & Alison White (Line Managers)

Relationships

Rev Andy Lindley & John Bailey

Bob & Wyn Lawrence – Present bookings and building managers

Local Church Council and Leadership

Local Church Members

Members of the Local Community

Other users of Methodist Church premises

Main Duties

Community Development Enabler

We anticipate the role will develop over time, as relationships develop and systems are put in place, and to that end the focus of the role will change also.

Continuously

1. To promote and be a welcoming face of Southlands Methodist church, and the developing art community, both in person and on social and online media.
2. To meet with, (or arrange others to meet with) prospective new users, take bookings and receive monies.
3. To communicate any pertinent information with the property team, the cleaning team, and other users of the building to ensure the smooth running of the premises.

Initial Phase

4. Develop an online bookings calendar that can be shared with those involved in running the church, and publicly with prospective new users and those engaging with our facilities and events.
5. To assist the church in developing links with our art partners, and other local artists, with a view to hosting artists in residence, offering art workshops and a gallery space.
6. Proactively liaising and building relationships with current and prospective new user groups and individuals who use the church building such that we increase the community use of our premises, and thereby increase both our income and mission opportunities.

Further Development Goals

7. To assist the church in developing a network of partners who work alongside us in creating a redevelopment plan that will enable us to develop and fulfill our missional goals in this community. Acting as minutes secretary for this group.
8. If hours allow, to work with the church family, in providing hospitality alongside the groups using the premises, such that new relationships can be established and developed.
9. Assisting the church, in identifying, encouraging and nurturing a volunteer base that supports our activities, ensuring the necessary training and safeguarding is in place.

SUPPORTING OTHERS

- a. Meeting and praying regularly with the Ministry team serving the church.
- b. Attending, where appropriate, Church Councils, local leadership meetings and property/finance meetings in order to further the development of our mission aims.

Community Development Enabler

OTHER DUTIES:

- a. Proactively supporting the Southlands Leadership team.
- b. Any other duties, identified by your line manager, within your capabilities and level of responsibility, in order to fulfil the ministry of Southlands Methodist Church.

Supervision

Due to the nature of this work, in addition to line management by the local church, the Community Development Enabler is encouraged to identify a mentor/spiritual director to ensure they have support and structured opportunities to reflect on the nature and practice of the ministry in which they are engaged.

Hours of Work

This post will initially be 10 hours per week.

Some flexibility in working hours will be required due to the nature of this post and the opportunities which may arise from the work, however there will be at least two days free of duties each week, to be determined in negotiation with the successful candidate.

Overtime is not usually payable. If you are required and willing to work hours in excess of your normal working week, you will be entitled to take time off in lieu on an equal time basis, as agreed with your Line Manager. In exceptional circumstances overtime may be paid with agreement of your Line Manager.

Policies and Procedures

As a member of staff at Southlands Methodist church you are expected to follow the York Circuit Policies and Procedures, copies of which will be provided with the contract.

Remuneration

The starting salary for the 10 hour per week post is £9.60 per hour (Living Wage of £8.75 (*as of July 18*) plus 3 responsibility points).

Salaries are reviewed on an annual basis, at the time of annual appraisal.

All reasonable expenses will be reimbursed excluding travel from home to the church.

(Travel reimbursement will be at the rate advised by the Methodist Church from time to time).

Location

The role will be hosted on the Southlands Methodist church premises, but some of the activities may be carried out in the applicants home by agreement with their line manager.

Community Development Enabler

Holiday Entitlement

25 days per year pro rata plus 8 statutory holidays.
Details are specified in the terms and conditions of employment.

Training Allowance

Up to one week per year (pro-rata) for training agreed with the Line Manager. If appropriate, further training can be undertaken in negotiation with your Line Manager. Some additional funding is available from the Church and Circuit Training Funds to support this.

The applicant will be expected to attend Day 1 of the District Lay Employee induction program, usually in October, and if not yet held, attend the relevant Safeguarding Foundation Module. Additionally, as a lay worker you would be expected to attend the leadership Safeguarding module.

Sick Pay

Entitlement in accordance with the terms and conditions of employment.

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

i.	After 6 months up to 1 year	1 month full pay
ii.	1 year to 2 years service	2 months full pay + 2 months half pay
iii.	2 years to 10 years service	4 months full pay + 4 months half pay
iv.	After 10 years service	6 months full pay + 6 months half pay

Staff who work part-time will receive sick pay on a pro-rata basis.

Pension

The Church is willing to contribute to a pension scheme and will match your contributions up to a maximum of 6% , auto-enrolment is in place for this.

Probationary period

The appointment is subject to the completion of a satisfactory probationary period of 6 months, a satisfactory DBS check, and the completion of the Creating Safer Space Foundation and Leadership Modules.

References

The appointment will be subject to satisfactory references.

Genuine Occupational Requirement

There is a Genuine Occupational Requirement for the holder of this post to be a Christian.

Community Development Enabler

Person Specification for Community Development Enabler (10 hour post)

Job Title: Community Development Enabler

Employing Body: Southlands Methodist Church

Location: Southlands Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Good understanding and use of written and spoken English.		A/I
	Computer literate. Able to use Microsoft Word, Outlook and PowerPoint and other software as needed.	Managing online content, including websites, and calendars.	A/I
		Food Hygiene Certificate Level 1	A
Relevant Experience	Experience of developing a network of Community contacts and volunteers	Familiarity with the community in York	A/I
	Experience of working on own initiative	Experience in shaping a developing role.	A/I
	Experience of working in a team	Experience of working with a team of volunteers.	A/I
Special Knowledge & Skills	Administrative, organisational and time management skills	Experience of building management, and/or reception skills	A/I
	Ability to manage resources within a given budget		A/I
	Proven, excellent inter-personal skills	Ability to use social media effectively	A/I/R
	Ability to communicate effectively in public (i.e. speaking to church congregation)	Experience of doing so, in a Christian, and/or artistic context.	A
	Ability to deal with issues, or disputes between individuals or groups in a diplomatic, professional and confidential manner both verbally and in writing.		A/I

Community Development Enabler

Attributes	Essential	Desirable	Method of Assessment
	<i>Clear knowledge of data protection and a good understanding of handling confidential/person information, including when it is legally appropriate to breach confidentiality.</i>		<i>A/I</i>
	<i>Ability to motivate self without direct supervision</i>	<i>Ability to support and coordinate volunteers</i>	<i>A/I</i>
		<i>Knowledge of the Methodist Church and its structures and systems</i>	<i>A/I</i>
Special Qualities or Aptitudes	<i>Able to present a strong Christian example in speech, actions and prayer.</i>		<i>A/I</i>
	<i>Understand and be in sympathy with the aims and work of the Methodist Church as embodied in Our Calling and Priorities for the Methodist Church.</i>	<i>Member of the Methodist Church</i>	<i>A</i>
	<i>Flexibility in performing duties to achieve objectives</i>		<i>A/I</i>

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Key to Methods of Assessment:

A – Application form; I – Interview; R = References