

## **Radcliffe & Stand United Reformed Church Job Description**

**Job Title:** Community Outreach Pastoral Worker 15 hours p w flexible working

### **Purpose:**

Following the uniting of Radcliffe and Stand churches we are seeking to develop our mission and community outreach. A community hub focused around the Listening Ear Café has recently been launched in Radcliffe. Connected to this we are seeking to appoint a person to support the hub with particular focus on the Chapelfield area of Radcliffe building on existing work alongside the local primary school and developing new connections within the area.

This post will work in tandem with the work of the new Community Development Worker that we are seeking to appoint and we hope that both roles will bring a 'pioneering' spirit to the life, work and ministry of the church and community hub.

We anticipate these new posts as being bridge builders between church, community hub and the wider community as we seek to be a visible, transformative and practical outworking of God's love in Radcliffe.

### **Responsible to:**

- Joint Church Secretary/ nominated individual from the Elders  
Ministerial contact for spiritual support

### **Main Duties:**

1. Supporting and developing established links with the local primary school which includes running Messy Church, regular assemblies and similar activities.
2. A level of detached outreach in the Chapelfield area through discovering other community hot spots and discerning if and where the church can bless and add value to that work.
3. To support/work with children, young people in the local school and develop ministries to local families through Messy Church and other opportunities
4. To support the overall vision of an open, welcoming and inclusive Christian community, and to attract new groups and individuals into the church and provide opportunities to be a new way of being a church in the community.
5. To build on the weekly service/ bible reflections with the Chapelfield community. Willingness to participate in and/or lead worship.
6. To encourage and support a variety of small groups and other activities with particular attention to the provision of help, support and development of young people, support to older people and families.
7. Supporting the team of volunteers trained as Peer Listeners at the community hub and enhancing the pastoral care through further training opportunities and recruitment.

8. Identifying pastoral needs in the wider community and where possible responding appropriately and sensitively. Signposting and raising awareness of the partner agents at the Listening Ear Café and Hub.
9. Recruiting and equipping volunteers to support and enhance all aspects of the work and ministry

### **Administrative duties**

10. To keep adequate records of contacts and work undertaken and by providing written reports and monitoring, including the establishment of a quality assurance scheme as requested and required.
11. Follow good practice in relation to safeguarding and ensuring all work undertaken is adhering to child protection policies.
12. To manage and monitor a project budget and to report to the Elders and Steering group quarterly.
13. To appraise and review, with the Elders and Steering group the initiatives undertaken, the activities set up and then in consultation with and agreement, initiate changes and further development of the work in line with identified need.
14. To undertake any other activities and duties as are deemed necessary to further the work of the project.
15. To keep the Elders and Steering group fully informed of ongoing and emerging issues.

## Community Outreach Pastoral Worker

### Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>	<p>Educated to GCSE level or equivalent</p> <p>Internet knowledge General computer skills, including familiarity with the Microsoft Office, Excel, Publisher and Outlook</p>	<p>Degree or A levels</p> <p>Website maintenance</p>	A, Q
<b>Relevant experience</b>	<p>Involved Mission outreach work. Management of mission projects.</p>	<p>Ability to suggest improvements to the outreach works in the community.</p> <p>A recognised Biblical, theological or practical mission qualification</p>	Q
<b>Proven Ability</b>	<p>A member of Christian Church or Community</p>	<p>Practical evangelism or community outreach mission</p>	A, I
	<p>Proven ability of work on own initiative and as a part of a Management team.</p>		
<b>Special Knowledge &amp; Skills</b>	<p>Able to lead school assemblies, developing the links between school and the Church</p> <p>Able to prioritise own workload and meet deadlines</p> <p>File management and ability to process written data on computer.</p>	<p>Able to lead Worship / group meetings</p>	A, I
	<p>Ability to relate to young people and develop the new initiatives with all ages.</p>		A, I

	Able to develop Church and community projects.		
<b>Special Qualities or Aptitudes</b>	Able to relate effectively to a wide spectrum		A, I
	Able to communicate effectively in writing and verbally.		A, I
	Able to motivate self and others. Willing to play an active role in the Church.	Able to set and work to goals without direct supervision	A, I
	Fully sympathetic with and supportive of the vision & ethos of the Church.	Able to contribute effectively.	A, I
	Able to study and understand and engage with Church and its community.	Able to adapt to changing priorities and circumstances	I
<b>Any other Requirements</b>	Ability to maintain confidentiality. To work flexible hours.		I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		DBS Application

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

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