



The Methodist Church

JOB DESCRIPTION

Post: Lay Community Worker for St John's (Conwy) Methodist Church

Location: St John's Methodist Church, Rosehill Street, Conwy

Responsible to: The Lay Community Worker will be employed by St. John's Methodist Church (Conwy) Church Council and will be under the supervision of the Minister in pastoral charge of St John's (Conwy) Methodist Church.

Purpose and Objectives: The purpose of the role is to work alongside the leadership team to build an intergenerational community in which children and families play a central role in the life of the church. The objectives are a) to form relationships at church-run groups, community groups that meet at the church, groups that meet in the wider community and other Christian organisations in Conwy; and b) to make connections between these groups in support of the church's mission plan. There will be a particular emphasis on working with families and children, reflecting the priorities in the church's Mission Plan.

Main Responsibilities :

- To work alongside the minister and the leadership team, in pursuit of the church's mission plan – with a focus on families and children.
- To recruit, co-ordinate, encourage and equip volunteers for church-run activities.
- To initiate activities that address the needs of the church and the wider community.
- To be a visible presence for the church in the community, enabling the church to make new connections with individuals and with groups.
- To attend and contribute to Sunday worship at least twice a month, to maintain good relations with the congregation.
- To promote the church in all forms of communication, including online.

Terms and conditions

- Terms of appointment: 3 year Fixed Term contract
- Normal working pattern: 30-40 hours per week, to be agreed with the successful candidate.
- The salary will be between £24,000 – £32,000 per annum depending on working hours agreed.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- At least one day free of responsibilities each week. There is a need to be flexible, with some Sunday, Saturday and evening work to meet the demands of the job.
- 5 weeks annual leave entitlement per year.
- Appointment will be subject to a satisfactory Enhanced DBS disclosure and satisfactory references
- Appointment will be subject to the satisfactory completion of a three-month probationary period.

Management : The Lay Community Worker will have a line manager (the Minister in pastoral charge of St John's (Conwy) Methodist Church) and be a member of the Leadership Team. There will also be a support group whose responsibilities will be to:

- Become familiar with the work of the Lay Community Worker
- Ensure good communications.
- Monitor and evaluate progress on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" and ensure that suitable pastoral support is provided.

Further details :

To discuss this post or to arrange a visit to the church please contact stjohnsconwy@outlook.com

Applications, consisting of a CV and covering letter, should be sent by email to stjohnsconwy@outlook.com

PERSON SPECIFICATION

Post: Lay Community Worker for St John's (Conwy) Methodist Church

Attributes	Essential	Essential or Desirable	Method of Assessment
Education & Training	Educated to A level or equivalent qualification	E	Q
	A recognised Children and Family work qualification	D	Q
	Theological or Biblical training	D	Q
Proven Ability	Current and active member of Christian Church or Community	E	A, I
	Proven leadership experience, especially with children and families.	E	A, I
	Conceiving, planning and executing activities and events, including those for children and families	D	A,I
	Communicating and teaching effectively and inspiring to children, parents and carers	D	A,I
Special Knowledge & Skills	Possess a thorough knowledge of safeguarding issues	D	A,I
	Preparing and leading intergenerational worship	D	A,I
	Able to work with up-to-date multimedia, social media and technology applications	D	A,E
	Organisational skills including time management, goal setting and delivery of agreed objectives	E	A,I
Special Qualities or Aptitudes	Establish relationships across a wide spectrum of groups and individuals in a church / community context	E	A,I
	Sympathetic to the mission and ethos of the Methodist Church	E	A,I
	Able to communicate effectively in writing and verbally	E	A,I
	Good team player and sense of humour	E	A,I
	Able to work flexible hours, including evenings and weekends	E	A,I
	Committed to welcoming new ideas, and able to adapt to changing priorities and circumstances	D	A,I
Other	Satisfactory Enhanced Disclosure from the DBS	E	DBS Application
	Right to Live and Work in the UK	E	Q

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