

Parish of New Town and the Hythe, Colchester

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title</b>	Parish/Ecumenical Community Worker*
<b>Salary and hours</b>	37.5hrs/week (Job share considered) £21,000 to £24,000 (dependant on experience) This role requires the post-holder to be willing to work some evenings agreed in advance and weekends with time off in lieu
<b>Special conditions</b>	3 Year Fixed term
<b>Reporting to</b>	Rector
<b>Reporting to job holder</b>	Volunteers
<b>Date of Issue</b>	2023

**Overall Purpose(s) of Post**

As an explicit expression of the mission of the church, to work with the Rector and PCC to support people to create plans for their community that address local needs and issues. The purpose of these plans are to solve problems and improve opportunities and conditions for everyone in the local community through building relationships and working across boundaries thus giving expression to the Church of England's Five Marks of Mission, particularly seeking to respond to human need by loving service and transforming unjust structures of society, challenging violence of every kind and pursuing peace and reconciliation.

**Context of the role**

This Parish is a socio-economically deprived and diverse area of Colchester, benefiting from a notable willingness for community groups/organisations to work together for the good of all. The Parish is seeking to express our vision in ways that recognise the gifts and resources that we have, as well as the challenges faced in this area.

This is an opportunity for someone with the right skills and approaches to make a difference in the parish now and for years to come by investing time and attention and helping lasting connections to be made and creative relationships to flourish.

**Location:** The Parish of New Town and the Hythe, Colchester

**Accountable to:** The Parochial Church Council of New Town and the Hythe

\*Please note that this role carries an Occupational Requirement under the provisions of the Equality Act 2010 for the post holder to have a personal commitment to the Christian faith.

	<b>Responsibilities and Accountabilities</b>	<b>Nature and Scope of Role</b>
<b>1</b>	<p><b>Community Development</b> To take a lead role in facilitating the use of church and community assets to create opportunities for people to connect and discover their potential for the benefit of people living in the parish</p>	<p>This includes to:</p> <ul style="list-style-type: none"><li>o Establish an understanding of the area including clubs and groups, local people and community resources and identify existing parish provision and expand and complement it.</li><li>o Build and sustain relationships with local residents and church members, and make connections.</li><li>o Connect people who want to take action through conversation and story sharing and to provide support, whilst knowing when to 'step back' to ensure that local groups and activities are established and sustained.</li><li>o Manage the development of any activities and ensure that appropriate accountability and practice is followed, particularly with regard to safeguarding of children, young people and vulnerable adults</li><li>o Work with residents, local organisations and a steering group to identify suitable funding or partnerships required for development of activities and facilities</li><li>o Raise levels of awareness of the local church regarding the purpose, progress and outcomes of the work, encouraging church members to engage with community action as part of their faith.</li></ul>

		<ul style="list-style-type: none"> <li>o Enable people to see the potential and the gifts that they have</li> </ul>
2	<p><b>Volunteer Management, training &amp; development</b></p> <p>This includes: To play an active role in the development of volunteers to promote their confidence, skills and capacity</p>	<ul style="list-style-type: none"> <li>o Ensure that volunteers are well managed by the parish and/or by partner organisations</li> <li>o Work with local organisations to support the recruitment and induction of new volunteers</li> <li>o Provide onsite day to day support to volunteers</li> </ul>
3	<p><b>Partnership Working,</b></p> <p>To play an active role in the development of healthy partnerships across the parish and with local organisations</p>	<p>This includes:</p> <p>To help to develop and maintain positive and effective working relationships with the PCC, other local churches, local organisations, community groups, relevant voluntary and statutory agencies</p>
4	<p><b>Buildings</b></p>	<p>This includes:</p> <ul style="list-style-type: none"> <li>o Ensure buildings are safe and hospitable for volunteers and people who attend activities and events</li> </ul>
5	<p><b>To support the reporting of activity and outcomes of community development work</b></p>	<p>This includes to:</p> <ul style="list-style-type: none"> <li>o Keep records of community development activities, events and attendance in accordance with the outcomes to be reported and taking due regard for confidentiality</li> <li>o Produce reports to assist with the development of the project</li> <li>o Participate in any evaluations of the project</li> </ul>
6	<p><b>Financial management</b></p> <p><b>To support the financial management of community development activities</b></p>	<p>This includes to:</p> <ul style="list-style-type: none"> <li>o Support the effective administration of the project's finances, including cash handling and invoicing.</li> </ul>

		<ul style="list-style-type: none"> <li>o Assist the PCC treasurer in the financial monitoring and control and with the preparation of project budgets.</li> <li>o Assist the PCC with funding applications and reporting to funders</li> </ul>
7	<b>Personal development and team working: to help the community development activities develop organically and in accordance with good practice</b>	<p>This includes to:</p> <ul style="list-style-type: none"> <li>o Participate in relevant training,</li> <li>o Attend and actively participate in Team Meetings and regular supervision</li> </ul>
8	<b>Spiritual development and participation in worship</b>	<p>This includes to:</p> <ul style="list-style-type: none"> <li>o Attend Sunday worship regularly.</li> <li>o As and when needed, attend specific services within the link churches.</li> <li>o Enable people to make connections between faith and action and to tell their faith stories</li> </ul>
8	<b>Safeguarding</b>	<p>This includes to:</p> <ul style="list-style-type: none"> <li>o Work effectively with the Safeguarding Team in the Diocese, Incumbent and Parish Safeguarding lead to ensure exemplary practice with regard to safeguarding.</li> <li>o Attend required training and updates</li> <li>o Ensure all volunteers working with children and vulnerable adults are recruited safely and in line with national requirements; maintaining appropriate files and paperwork.</li> <li>o Any volunteers or staff working with children and vulnerable adults are supervised, involved and supported appropriately</li> </ul>
9	<b>Other duties</b>	<p>This job description sets out the expected duties of the post at the time it was drawn up. Such duties may vary from time to time</p>

		without changing the general character of the duties or the level of responsibility.
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### Generic Responsibilities

1	<b>To ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately</b>
2	<b>To ensure the highest standards of safeguarding practice</b>
3	<b>To undertake as requested other duties as may reasonably be expected</b>

### PERSON SPECIFICATION

<b>Attributes</b>	<b>Essential (or expected to train/qualify to that standard as appropriate)</b>	<b>Desirable</b>
<b>General</b>	<p>A person with very good pastoral understanding and sensitivity, able to relate warmly to a wide variety of people.</p> <p>A person with a personal and attractive faith in Jesus Christ, able to speak naturally and appropriately about their own faith and able to engage others in faith conversations.</p> <p>Commitment to the Church of England's Five Marks of Mission</p> <p>Commitment to community development approaches, valuing diversity, and inclusion</p>	<p>Holder of a full UK driving licence</p> <p>Knowledge of/interest in differing approaches to community development including Citizens.</p> <p>Knowledge/experience of Colchester</p>
<b>Qualifications and Training</b>	Education in relevant subject area, or qualification by experience.	Biblical/theological knowledge

	GCSE or equivalent pass in English and Maths	
<b>Experience</b>	<p>Working with people who have or are at risk of social exclusion.</p> <p>Engaging with community groups in a variety of ways, building relationship and partnership</p> <p>Managing, recruiting, supporting volunteers</p> <p>Actively looking to develop and refine your gifts and skills.</p> <p>Willingness to work alone and to be self-motivated.</p>	Working with groups of people of all faiths, or none
<b>Knowledge, skills and abilities</b>	<p>Confident, friendly, and helpful telephone manner</p> <p>Organisation skills.</p> <p>Computer literate with good knowledge of social media.</p> <p>Able to manage and report on a budget</p>	
<b>Personal Qualities</b>	<p>A 'people-person', good at making contacts and networking</p> <p>Efficient, organised and reliable.</p> <p>Approachable, friendly, and keen sense of humour!</p>	

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