

 **Circuit Mission Enabler** (**Settle/Hellifield) – Maternity Cover**

 **Job Description & Person Specification**

**JOB DESCRIPTION**

**Job Title:** Circuit Mission Enabler (Settle/Hellifield) – Maternity Cover

**Lay Employee in the:** Settle Methodist Circuit

**Name of Employer:** Settle Methodist Circuit Meeting

**Location:** Home based if the candidate lives within or close to the Circuit (an office base is available if preferred). However regular on-site engagement with churches is a key requirement for this role.

**Responsible to:** Superintendent Minister

**Contract:** Fixed Term of 14 Months (maternity cover)

**Job Purpose and Objectives:** To lead and develop mission and discipleship opportunities based around our Circuit Churches of Settle & Hellifield, aimed at a wide range of people but particularly focussed on children and families.

Supported by the Superintendent Minister, the Circuit Mission Enabler (Ingleton/Bentham/Burton/Newby), local church leadership teams and a range of lay volunteers, to enable churches to make the most of their missional resources and to realise currently unfulfilled opportunities.

To enable children and families to participate fully in the life of Circuit/Church/Community.

 **Main Responsibilities**

* To organise & co-ordinate projects, events & initiatives, on behalf of the Circuit’s churches in Settle and Hellifield that enable mission & evangelism and build positive links with the community, particularly focussed on families and young people.
* To develop and lead mission and discipleship opportunities; working in partnership with the minister to create new disciples amongst the families, younger people, children and particularly those currently missing or underrepresented within the church.
* To establish and develop links with local schools; taking part in school events, lessons and activities if or when requested, as well as outreach in the local community, building links and developing relationships, offering guidance, mentorship, and support, with individuals, groups and organisations.
* To recruit and organise training and support for lay volunteers to enable the most benefit to be gained from the various events and inititatives developed , and/or other areas that relate to the mission of the churches.
* Assisting and leading worship if appropriately qualified.
* To apply for grants and help fundraise for the missional work of the churches.
* To understand, implement and promote best practice in safeguarding and health & safety policies within the churches where new activities are begun, in consultation with the Circuit Safeguarding Officers and to keep adequate records of contacts and of the work undertaken.
* To attend local church leadership team meetings and Church Council meetings when requested, giving regular reports and updates for review and appraisal.
* To undertake any work, duties and responsibilities that relate to the role that might reasonably be required, as identified by the Superintendent Minister and/or the local church leadership teams, to meet the missional needs of the churches.

**Terms and conditions**

* Terms of appointment: Fixed term of 14 months (maternity cover)
* The rate of pay will be £14.44 per hour.
* Normal working pattern: An average of 14 hours per week, the average being calculated on a four-weekly basis worked flexibly, Monday to Sunday, in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week. You should be able to attend evening meetings as required (approximately 6 per annum).
* The hours of work for each aspect of your job description will be agreed with your Line Manager, the work will be finalised in discussion with the churches and will reflect the goals which are to be pursued. Some of the time should be spent working in the local community where there is a particular need or opportunity.
* Opportunities for development and for training.
* All reasonable expenses will be reimbursed and a small allowance given for on-going training. (Note you will be expected to provide and use a car for this job for which mileage claims will be reimbursed at the notified Circuit rate).
* There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
* 33 days annual leave (including public holidays) entitlement per year (pro-rata for part-time employees).
* Appointment will be subject to a satisfactory Enhanced Disclosure with Barred Lists Check from the Disclosure & Barring Service (DBS).
* Appointment will be subject to satisfactory references.
* Appointment will be subject to the satisfactory completion of a probationary period of three months.

**PERSON SPECIFICATION**

**Post: Circuit Mission Enabler (Settle/Hellifield) – Maternity Cover**

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| **Attributes**  | **Essential**  | **Desirable**  | **Method of Assessment**  |
| **Education & Training**  | Educated to GCSE standard or equivalent (including Grade C/4 or equivalent in English and Maths) | A recognised Biblical, theological or practical mission qualification | Q  |
| **Proven Ability & Experience** | Current and active member of Christian Church or Community | Practical evangelism or outreach | A I |
|  | Computer literate, able to use Microsoft Office applications (Word, PowerPoint, Outlook) and the internet and confident in using social media platforms and online meeting software |  | A I E |
|  | An understanding of Safeguarding and its requirements in a church context |  | A I |
|  | Experience of / understanding of GDPR |  | A I |
|  | Experience of working with children and young people |  | A I |
|  |  | Experience of event organisation or project management | A I |
|  |  | Experience of training others | A I |
|  |  | Experience of applying for grants | A I |
| **Special** **Knowledge &****Skills**  | Team worker |  | A I  |
|  |  | Able to lead Worship | A I |
| **Special Qualities** **& Aptitudes**  | Able to relate effectively to a wide spectrum and form positive relationships with all age groups | Good listener with a pastoral heart | A I  |
|  | Able to communicate effectively, verbally and in writing  |  | A I  |
|  | Able to manage and prioritise workload and work without direct supervision |  | A I  |
|  | Able to motivate self and others | Able to set and work to goals without direct supervision | A, I |
|  | Able to present a strong Christian example in speech, action and prayer | Able to contribute effectively to a team | A, I |
|  | Able to empathise with the needs of local congregations and communities | Ability to connect with the local community  | A, I |
|  | Able to adapt to changing priorities and circumstances |  | I |
|  | Willing to work flexible hours including evenings and weekends |  | A, I |
| **Any Other Requirements** | Able and willing to travel | Clean driving licence and access to own vehicle | I |
|  | Understand, and be able to work within the aims, ethos and structure of the Methodist Church in Britain. |  | I |
|  | Satisfactory Enhanced Disclosure with Barred Lists Check from the Disclosure & Barring Service |  | DBSApplication |
|  | This post is subject to an occupational requirement that the post-holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010 |  | I |

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