

JOB TITLE:	Community Outreach Worker
LOCATION:	Hybrid
HOURS OF WORK:	25 hours per week initially, to be worked flexibly (job share considered)
SALARY:	£16,000 per annum for 25 hours (travel allowance £0.45p/mile)
CONTRACT:	Fixed term 12 months with an option to be reviewed
RESPONSIBLE TO:	The nominated member of Steering Group
ACCOUNTABLE TO:	The Hatfield Peverel Methodist Minister
RESPONSIBLE FOR:	No Staff Management Responsibility

Job Purpose: To continue a visible Methodist Church presence in Hatfield Peverel, creating Church connections with local people.

Main Responsibilities

1. To make connections with local groups and people, including using Social Media, and create additional opportunities for engagement and spiritual support.
2. Working in partnership with the Steering Group, Minister and church members, to build bridges between our church and our neighbours through organising and supporting activities, events, workshops and groups in the local community.
3. To visit and make connections with other local organisations and activities, providing a visible point of contact and connection with HPMC (Hatfield Peverel Methodist Church)
4. To organise and be actively involved in agreed church activities where the wider community can be involved.
5. To meet regularly and liaise closely with members of the Steering Group and local Minister, sharing ideas and mutual support and producing specified reports as required.
6. To work with the Minister and Safeguarding Officer to ensure compliance with the Safeguarding Policy and the creation of 'Safe space for all'.
7. To undertake training programmes as required
8. To undertake any other related duties agreed with the Steering Group and Minister, within capabilities and level of responsibility, to meet the needs of the church.

Notes:

- i) You will be expected to produce work to a high standard and to promote quality at all times.
- ii) You will have access to confidential data. Failure to maintain confidentiality may lead to disciplinary action which could ultimately lead to dismissal.
- iii) You will be expected to participate in a staff appraisal scheme for yourself.
- iv) Employees must be prepared to work flexibly to meet the changing needs of the organisation.

- v) The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

EQUAL OPPORTUNITIES

The Methodist Church operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

You have the responsibility to discuss any job changes with your line manager at the time the change occurs and agree any permanent substantial change. You may be required to carry out other duties as reasonably required of you commensurate with your grade/level in the organisation.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Manager's Signature

Review date

PERSON SPECIFICATION – Community Outreach Worker

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good standard of general education	√	
Methodist Church Safeguarding Foundation and Advanced Training Modules or willingness to undertake on appointment	√	
SKILLS AND EXPERIENCE		
Recent experience in children's, youth or community work in a paid or voluntary capacity	√	
Proven ability in establishing working relationships with all ages and a diverse range of backgrounds and needs	√	
Effective and wide-ranging computer skills including email and word processing	√	
Effective and appropriate social media skills	√	
Excellent verbal, written, communication and interpersonal skills	√	
Ability to work equally effectively and creatively on own initiative and with colleagues including volunteers	√	
KNOWLEDGE		
An understanding of the importance of diversity and inclusion best practice and safeguarding and child protection procedures	√	
SPECIAL QUALITIES AND APTITUDES		
A committed Christian faith, with a living relationship with Jesus Christ and active involvement in own church.	√	
Ability and willingness to engage sensitively in faith conversations	√	
Sympathy with and adherence to the mission and values of the Methodist Church	√	
ADDITIONAL REQUIREMENTS		
Disclosure and Barring Service (DBS) Check	√	
Ability to travel effectively within the locality	√	
Willingness and ability to work flexibly across the week, including some evenings and weekends	√	