

Job Description

JOB TITLE	Hong Kong Communities Support Officer (2 year fixed-term contract)		
REPORTS TO	Global Communities Officer	LOCATION	London - hybrid
TEAM	Mission	GRADE	2

JOB PURPOSE AND OBJECTIVES

The Hong Kong Communities Support Officer contributes to the work of the Methodist Church through facilitating the welcome and support of Hong Kong BNO visa migrants arriving in Great Britain and their integration into the life of the Church. This is achieved by identifying matches between arrivals and local English-speaking and/or Cantonese-speaking churches, and by relating to the Methodist Church in Hong Kong to coordinate the provision of pastoral support for those moving from HK to Great Britain. The role holder helps to identify the needs of new arrivals and acts to motivate and guide circuits and churches in this country to respond in practical and welcoming ways. This may include giving support for establishing Cantonese-speaking groups and congregations.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	n/a
Resources	n/a

ROLE ACCOUNTABILITIES

1. Developing, encouraging and promoting the network of Hong Kong Methodists and churches in MCB
2. Coordinating the ministry of welcome for the Hong Kong BNO visa arrivals connexionally. Briefing volunteers to welcome the new arrivals. Supporting the formation of Cantonese-speaking groups and congregations. Promoting activities connexionally for developing these groups. Promoting and advocating for the Hong Kong welcome ministry amongst the Methodist people, churches, circuits and districts;
 - Working with the Partnership Co-ordinator for Asia and the Pacific liaising between the MCB and the Hong Kong Methodist Church; receiving pastoral letters of recommendation from HK and finding matching churches and circuits in Britain for them.
 - Gathering information from Hong Kong MC on potential arrivals in GB.
 - Facilitating matches between arrivals and local people, contacting ministers to welcome and receive the new arrivals; where possible and appropriate helping to establish Cantonese-speaking groups, fellowships, local churches. Promoting learning opportunities for those receiving the new arrivals, so that they can better support the welcome and integration of Hong Kong Methodists and others into the Methodist Church in Britain.
 - Connecting new arrivals with Hong Kong people, fellowships and local churches.
 - Being the first point of contact for those arriving from Hong Kong or already in GB, and for potential receiving circuits, local churches, and general enquiries;
 - Encouraging willing districts, circuits and local churches to form Hong Kong fellowships, classes, Cantonese-speaking local churches and community projects.
3. Promoting the opportunity for circuits to support a Cantonese speaking fellowship, local church or community; showing by example how this work fits within the wider mission and ministry of the Methodist Church
4. Recruiting and training support volunteers from amongst the Methodist people
5. Organising a Connexional programme for the Hong Kong network
6. Contributing to the Methodist website, blogs and e-newsletters stories of welcome and encounters with the Cantonese-speaking arrivals and their relationships.
7. Contributing to District Synods, Connexional campaigns and media work
8. Disseminating learning and best practice in this work area to the wider Church
9. Networking with Mandarin-speaking and other Chinese groups and congregations within the Methodist Church and beyond.

10. Networking with other bodies involved in similar Ministry- e.g. Citizens UK and Baptist Union
11. Support fundraising and by resourcing initiatives
12. Any other duties, which are appropriate for the level of the role as communicated by the Global Communities Officer.

Person Specification

	Essential	Desirable	Assessment Method
Education and Training			
Degree level qualification or equivalent	X		Q
Proven Abilities, Knowledge and Skills			
Proven organisational and administrative skills	X		A, I
Ability to independently plan and manage time effectively, prioritise a range of varied tasks and meet action plan deadlines	X		A, I
Strong communication skills, both oral and written in English and Cantonese – fully bilingual	X		A, P, I
Ability to engage with public policy or social issues		X	
Ability to develop materials for training in English and Cantonese		X	A, P, I
Ability to work on own initiative	X		A, I
Ability to independently research information about migrants rights	X		A
Ability to interact positively and diplomatically with a wide range of people in the churches and beyond	X		A, I
Working knowledge of Microsoft Word, PowerPoint, Excel, Outlook and online website building platforms	X		A
Knowledge of Methodist structures and ethos and its Global dimension		x	
Ability to use websites, blogs and social media	X		A, I
Personal Qualities			
Demonstrates an understanding of and is supportive of the work and mission of the Methodist Church	X		A, I
Confident public speaker with ability to address diverse audiences	X		A, I
Accurate and reliable in work with good attention to detail	X		A
Flexible in responding to the demands of the role	X		A, I

Method of Assessment: A – Application Form; I – Interview; P – Presentation; Q – Proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy
Equal Opportunities:	The post holder will be subject to the Methodist Council's Equal Opportunities policy
Physical Conditions:	Open plan office accommodation/home working Office-based, or hybrid working with a minimum of 2-3 days per week in the office, with the remaining days working from home.
Remuneration:	Ca. £35,000 pa
Hours of Work:	5 days per week The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information. Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.
Holiday Entitlement:	During the first to fourth years 25 days During the fifth to ninth years 28 days During the tenth and subsequent years 30 days Plus Bank Holidays and an extra three days at Christmas and New Year.
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment
Pension:	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.