

TEDDINGTON METHODIST CIRCUIT

JOB DESCRIPTION FOR LAY WORKER, FAMILIES AND COMMUNITY

Reports to Circuit Leadership Team and superintendent for supervision

Location – working from home

Work will be carried out at each circuit church – East Molesey, Hampton, Hanworth, Sunbury and Teddington

20 hours per week, salary £14.4k per annum

Job purpose

To provide active support to the Circuit churches, ministerial team and lay volunteers to enable them better to deliver projects designed to engage a range of groups within the local communities who use our facilities or are the focus of outreach work, and in particular, those targeted at children, families and community groups, with the aim of strengthening the Circuit's mission to them.

To lead on developing a work programme for the Circuit that both meets the needs of those children and families already linked to the church as well as those in the wider community served by each individual church.

Main responsibilities

1. To build upon the work with children, families and the community already taking place in each church, by identifying the opportunities for sustained growth and innovation.
2. To work with each church to identify their priorities for church centred or community facing projects for children, families and the community.
3. In agreement with the Circuit Leadership Team, provide an agreed level of support to each church according to assessed need and capacity.
4. Plan, lead, deliver and evaluate projects or programmes of work that are designed both directly to benefit children, families and the community, and to enhance their experience of faith and 'being church'.
5. To be sensitive to the pastoral needs of those attending projects and other members of the church community, referring those concerns to the appropriate minister or pastoral care team.
6. To work with ecumenical and other partners in each local church community area as appropriate to develop and sustain work programmes that benefit the targeted beneficiaries.
7. To support circuit youth work activity as required.
8. To maximise the safe use of a range of social media tools to maintain effective communication and promote relevant activities.
9. To recruit and support volunteers to assist in the delivery of work programmes.

10. To ensure compliance with circuit and local church safeguarding policies and in so doing create a culture of each church being a safe space.
11. To risk assess planned activities in line with Health and Safety and Connexional safeguarding policies
12. To report for supervision.
13. To attend circuit staff meetings, Circuit Leadership Team and Circuit meetings as required, preparing reports to describe the work undertaken and planned.
14. To undertake any other assigned tasks commensurate with the role and under the guidance of the superintendent minister.

Examples of areas of work will include:

- participation in supporting and leading Hang Out, as the circuit's key project for secondary school age children and young people
- supporting the delivery of parent/toddler group activity, with some emphasis on focused missional engagement with the adults present
- identifying and leading opportunities for work with primary school children
- undertaking a community audit at Hanworth to review existing outreach work, determine the extent of local need, identify what the church is best placed to offer and then arrange for and lead local service delivery

Person Specification

1. A committed Christian, capable of explaining their faith clearly and effectively, and with the necessary skills and knowledge to lead study and prayer groups as required.
2. A relevant qualification related to working with children and families is desirable.
3. An ability to relate to children and families as well as members of the wider church and diverse local communities.
4. Proven skills in direct work in a faith setting with children and families.
5. A 'completer-finisher' (i.e.) someone who can handle the detail and ensure that the work is done well.
6. A good level of IT skills, enabling the post holder to work effectively with the Circuit and church website promote the work of the circuit
7. A preparedness to travel between the Circuit churches and to work outside office hours and at weekends
8. A willingness to play a full part in the spiritual life of the Circuit.
9. A valid UK work visa.

Safeguarding: Since it is envisaged that the post holder will work directly with children, young people and vulnerable adults, appointment will be subject to a satisfactory enhance level with barring information DBS check being received. The successful candidate will also be required to undertake the online (or face to face) Methodist Church Creating Safer Space Advanced Leadership Module course as soon after taking up the post as possible, unless the candidate can show evidence that they have already attended this course elsewhere.

Teddington Circuit Leadership Team – May 2024