

Donard Methodist Circuit
Job Description – Community engagement Officer

Job Title	Community Engagement Officer
Location	Donard Methodist Church, Newcastle
Contract	Fixed Term 8 hours per week for 6 months
Salary	£6,240 per annum (£15 per hour)
Hours of work	8 hours per week, to include evenings and weekends. Working hours to be agreed in advance with church council with flexibility built in.
Expenses	All reasonable expenses will be reimbursed. These must be agreed with Donard Church Treasurer in advance.
Holiday Entitlement	6 weeks (48 hours) annual leave entitlement per year (pro rata), inclusive of bank and public holidays.
References & Vetting	Appointment will be subject to satisfactory Access NI Vetting and references.
Probationary period	subject to the satisfactory completion of a two-month probationary period

Completed Applications should be sent to:

HR@irishmethodist.org

No later than 12 noon on Monday ^{3rd} June 2024

Candidates will be required to be a committed Christian, confirming agreement with the Statement of Faith of the Methodist Church in Ireland.

Purpose and Objectives

- a. To provide energy, skills, and excellence in developing meaningful Christian relationships with all ages within Donard Methodist Church, and the local community.
- b. To develop children, young adult and family ministry in the local neighbourhoods, establishing meaningful and welcoming relationships. Work alongside existing volunteers, and recruit additional volunteers to deliver programmes and new activities for young people.
- c. To develop links with local schools and youth organisations and to establish opportunities within the church for young adults and children to encounter Christ and to socialize in a safe and positive environment

Main Responsibilities

Within the church:

- a. Build healthy, sustainable relationships with adults, young people and children within the congregations
- b. Recruit, co-ordinate, support and encourage teams of volunteers for Board games café, Holiday Saturday club, Sunday morning children's ministry, and be involved in the worship life of the congregation.
- c. Work effectively with other team members to plan and coordinate the summer holiday week for children and young people in association with the other Newcastle Churches
- d. Offer pastoral care to families with children and young people
- e. Keep adequate records of contacts and of work undertaken observing the necessary GDPR regulations
- f. Liaise with the Safeguarding Officer, ensuring that volunteers are up to date with Access NI checks and safeguarding training.
- g. Develop a strategy to expand the circuits experience and understanding of a worship gathering, in order to facilitate room for growth of new / developing worshipping communities.

Within the community:

- a. Get to know the local town and community
- b. Engage with local Primary and Secondary level Schools delivering assemblies and project/classroom work
- c. Engage with the holiday caravan park community and provide opportunities for them to engage with church.
- d. Recruit, co-ordinate, support and encourage teams of volunteers to be involved in the life of the local community making meaningful links within the communities
- e. Develop opportunities that encourage young adults and young people in our local communities to engage with matters of spirituality and faith

PERSON SPECIFICATION

Applicants must

Be willing to work irregular hours including evenings and weekends.

The post is subject to an Enhanced Access NI disclosure.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ 5 GCSE's (or equivalent) at grade C or above. Or equivalent. ▪ A nationally recognised qualification appropriate to the role. 	Third level education with a qualification relevant to the role
Experience	<ul style="list-style-type: none"> ▪ Experience working with and leading volunteers. ▪ Experience of developing strategy ▪ Experience of connecting with local communities 	Experience of offering pastoral care.
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Ability and commitment to build appropriate and healthy relationships with adults and young people ▪ Ability to work unsupervised and on own initiative. ▪ Ability to work as part of a team. ▪ Ability to lead a team. ▪ A proven team builder who can recruit, train, and manage volunteers. ▪ Ability to initiate conversation with others. ▪ Excellent communication skills (online, oral and written). ▪ Excellent organisational skills. ▪ Basic computer skills to aid record keeping. ▪ Excellent pastoral skills. 	<p>Driving licence and access to a car.</p> <p>Understanding of safeguarding and Child Protection procedures.</p>
Personal/ Character	<ul style="list-style-type: none"> ▪ Demonstration of faith in Jesus, including willingness and ability to communicate your own story of faith ▪ Active participant in the life a Christian church or community. ▪ Commitment to the Statement of Faith of the Methodist Church in Ireland. 	

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet all the essential criteria. Donald Methodist Church reserves the right to shortlist applicants for interview based on the essential criteria or on the essential and desirable criteria.

It is a requirement that the successful candidate holds an appreciative understanding of the mission and ministry of the Methodist Church in Ireland. This will be examined during the interview process.