

Thank you for expressing an interest in the current vacancy that we have for a Community Manager, based from Hedon Methodist Church, Hedon, HU12 8EL. The role is for 30-hours a week and is grant funded by way of a 2-year fixed term employment contract.

- Where We Are:** We are located within the historic town of Hedon which is 7 miles to the East of Hull, and we are part of the 'South Holderness' Methodist Circuit which covers an area from Withernsea and South Holderness through to East Hull and Kingswood.
- About Us:** We are a thriving congregation of people and provide a pastoral and social benefit to the town of Hedon. Appealing to all ages we have a diverse range of activities taking place each week.
- Our History:** There has been a Methodist Church in Hedon since 1808 which over the last 200 years has continued to develop to meet the needs of the community.
- How to apply:** Please request from and return completed application forms to hello@hedonmethodistchurch.org.uk We will not consider CVs unless accompanied with a completed application form.
- For an informal discussion about the role before making application please contact Val Hoff at hello@hedonmethodistchurch.org
- Important dates:** The closing date for receiving completed applications is Midday on 6th October and interviews are scheduled to take place at Hedon Methodist Church week commencing 9th October 2023.

Please find on the following pages a job description, person specification, and a summary of how we recruit. If I can be of any further help, or if you have any questions at all, please don't hesitate to be in touch with me by email at hello@hedonmethodistchurch.org

Kind regards,

Val Hoff
Senior Steward, Hedon Methodist Church

Job Title:	Community Manager
Lay Employee in:	The South Holderness Methodist Circuit
Employed by:	Hedon Methodist Church, Church Lane, Hedon, HU12 8EL.
Location:	Hedon Methodist Church, Church Lane, Hedon, HU12 8EL.
Responsible to:	The Community Manager will be responsible to the trustees of Hedon Methodist Church through the appointment of a Line Manager, who in this instance will be either the Minister in pastoral charge of Hedon Methodist Church, or an appointed member of the Stewarding Team.
Key relationships:	The Minister in pastoral charge of Hedon Methodist Church. Church trustees, stewards, volunteers, and members. Groups and organisations who use and hire church premises.
Purpose of role:	To develop and collaborate with existing community activities and outreach projects associated with the church, ensuring that internal and external compliance is maintained at all times. To explore ideas and initiatives that would complement and enhance the portfolio of community activities and church income streams.

Main Duties:

- To become the accepted and trusted 'go-to' point of contact on behalf of Hedon Methodist Church for existing community group and outreach support enquiries.
- To explore new, creative ideas and initiatives to enhance the portfolio of community activities and outreach support running from Hedon Methodist Church.
- To advertise and promote all that is happening within and around Hedon Methodist Church community groups through the effective and engaging use of social media.
- To have an effective presence on a regular basis at community activities and projects run in conjunction with Hedon Methodist Church.
- To support the Church Safeguarding Officer in matters of safeguarding:
 - o ensuring that safeguarding processes are followed in line with Methodist guidelines.
 - o following volunteer safer recruitment maintaining accurate and appropriate records.
- To report periodically to the church leadership team and attend meetings as requested on:
 - o the performance of the existing community activities and outreach projects
 - o the development and progress of any new or proposed community initiatives
 - o to monitor e-mails, look after the booking of the premises and other administrative duties for the church.

Other Duties:

- Any other duties and responsibilities that are identified by the Line Manager and that are within the capabilities and level of responsibility of the post holder, and that are in line with the existing and developing needs and community outreach of Hedon Methodist Church.
- The post holder should have an understanding and be sympathetic to the mission and vision of Hedon Methodist Church.

Training Requirements:

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake relevant mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

Terms and Conditions:

- The role is offered via a **2-year fixed term contract**. Any extension to this term is subject to the necessary funding being sourced.
- Working hours will be **30** per week to be worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there will be the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is between **£13-£15** per hour (£20280 to £23400 actual salary)
- Annual leave entitlement for a full-time employee is 244.2 hours including public holidays. This is based on a full-time employee working 37-hours per week. Annual leave is calculated pro-rata for part-time employees. Based on a 30-hour flexibly worked week annual leave entitlement for this post is calculated to be **198** hours.
- There is a contributory pension scheme which eligible employees will be auto enrolled. Details of contribution rates will be provided on request. Lay Employees who do not meet auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- Completion of the Advanced Safeguarding course provided by the Methodist Church.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be conditional on and subject to:
 - o Receipt of satisfactory references.
 - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
 - o Completion of a satisfactory probation period of 6-months.

Management:

The Lay Employee will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Monitor and evaluate progress and any training and development needs with the Lay Employee, offering necessary encouragement and support.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.

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	Essential	Desirable	Method of Assessment
Education & Training			
Good understanding and use of written and spoken English.	Yes		A, I
Relevant qualification or relevant work experience in community work, management, or leadership.	Yes		A, I
Specialist Knowledge, Skills & Experience			
Experienced in delivering church/community development projects including the setting up of new groups, clubs, and organisations and the protocols and procedures around this.		Yes	A, I
Computer literate. Able to use Microsoft packages and comfortable using different social media platforms effectively.	Yes		A, I
Skilled in the use of different social media platforms so as to be able to effectively communicate and promote all that is happening within Hedon Methodist Church.	Yes		A, I
Skilled in the use of IT so as to be able to maintain accurate records and produce relevant reports.	Yes		A, I
Understanding and awareness of, and a commitment to work within, relevant legislation around data protection, GDPR, safeguarding, equality, health & safety, and risk assessments.	Yes		A, I
Demonstrable success in identifying, exploring, and actioning opportunities for income generation.		Yes	A, I
Previous staff and volunteer recruitment and supervision experience and previous use of structured and effective line management processes to manage a team.		Yes	A, I
Experience of motivating, training, and coordinating others.		Yes	A, I
Special Qualities or Aptitudes			
Able to organise and independently manage workloads efficiently, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
Able to listen and articulate sensitive and considerate responses to disagreement, differences in opinion and conflict.	Yes		A, I
Able to think creatively to find new solutions to problems.	Yes		A, I

Able to identify and maintain appropriate boundaries in all professional and personal relationships, communicating in a culturally relevant way to all ages and backgrounds.	Yes		A, I
Any Other Requirements			
Experience of building professional and effective relationships with a wide range of internal and external stakeholders.	Yes		A, I
Sympathetic to Methodism and its roots within community work.	Yes		I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity, and Inclusion (EDI) and a commitment to the unique value of the individual in all aspects of the church's life.	Yes		I
An understanding of the importance of and a commitment to adhere to Methodist policies around GDPR and data protection.	Yes		I
Commitment to continue professional and personal development and to undertake relevant training where it is identified by your line manager to be appropriate including, Advanced Safeguarding, Unconscious Bias, and EDI.	Yes		I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	Yes		DBS application

- A Application form
- I Interview
- W Written Exercise
- P Presentation
- G Group Exercise
- Q Proof of Qualification

Disability:

Please let us know if you require adjustments making at and to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact hello@hedonmethodistchurch.org

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any an offer of employment is made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you have applied for and the nature of the conviction.

Data Protection:

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us.

By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other Policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to. Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, EDI, Safeguarding, Performance Management, and a range of Personnel and Financial Processes.