

Thank you for expressing an interest in our vacancy for a **Community Outreach Worker** based at Tower Hill Methodist Church in Hessle. The post is offered via a part-time 24-month fixed term contract.

**About the role:** We seek to employ an enthusiastic and caring person with a calling for church and community-based work, working under the umbrella of “making connections”.

We hope to build on and develop the links we have with families, children and the wider community and the successful candidate will establish new and develop those already established.

**Faith:** A specific faith is an essential requirement for this role and, in accordance with the Equality Act 2010, it is an occupational requirement that the successful applicant is a practicing Christian.

**How to apply:** For an application form, or for an informal conversation about the role before making an application, please contact Catherine Waites by email at [info@thmc.org.uk](mailto:info@thmc.org.uk)

**Important dates:** Closing date: **22<sup>nd</sup> December 2023 (Midday)**  
Interview date: **12<sup>th</sup> January 2024**

Please find on the following pages a job description, a person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch by email at [info@thmc.org.uk](mailto:info@thmc.org.uk)

We seek to appoint at the earliest opportunity.

Kind regards,

**Catherine Waites**

**Job Title:** Community Outreach Worker  
**Lay Employee in:** Hull Centre & West Methodist Circuit.  
**Employed by:** Tower Hill Methodist Church, Hessle, HU13 0SP.  
**Location:** Tower Hill Methodist Church, Hessle, HU13 0SP.  
**Responsible to:** The Community Outreach Worker will be appointed a Line Manager.

**We seek a person who:**

- is creative, self-motivated, and well organised.
- has an active personal faith
- has excellent listening skills
- an ability to engage with people of different ages and backgrounds.
- can inspire, enthuse, and care for a team of supporting volunteers.

**Key responsibilities and duties:**

- To help children and families to explore the Christian faith in a creative and dynamic way. This could be a monthly family event on a Saturday morning that links with the Family worship on the following Sunday morning.
- To co-ordinate the Bridge project. This project takes place once a week in the church building. The Bridge gives a warm and inclusive welcome to people of all ages, including parents and families, who come and share refreshments and conversation with one another and with church members. A small selection of toys and activities are available.
- To support events for children and families e.g., Family Film Nights, Holiday Clubs
- To offer support in planning and coordinating Family services, Cafe Church, and Prayer & Praise.
- To build relationships in the community to share the good news of Jesus. This could include for example, having focussed conversations in local cafes or creating links with local schools.
- To manage and administer an agreed budget to enable the ministry to develop.
- To appraise and review initiatives and activities and change where necessary the action and focus of work after consultation with, and agreement, from the management group.
- To work ecumenically where appropriate and in partnership with other local church colleagues.
- To work with the Minister and the District Safeguarding Officer to ensure compliance with the Churches' Policy on Safeguarding and creating a safe space for all.
- To undertake any other related duties, identified by the minister as are within your capabilities and level of responsibility, to meet the needs of the church.
- To encourage the church to respond to new challenges and opportunities for mission.

**Other Duties:**

- Attend church meetings as required.
- Produce written reports and the Community, Children and Families work.
- Any other duties and responsibilities that are identified by the Line Manager that are within the capabilities and level of responsibility of the post holder and which enhance and develop the existing and developing mission of Tower Hill 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 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:**

- This post is a part-time 24-month fixed term contract post.

- Working hours will be between **10** and **16** per week (to be agreed at interview, depending on an applicant's availability and existing commitments). These hours need to be worked flexibly and in agreement with the Line Manager. 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 **£12** per hour.
- Annual leave entitlement for a full-time employee working a 37-hour week is 33-days, inclusive of public holidays.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Lay Employees who do not meet auto-enrolment criteria are eligible to join the contributory pension scheme subject to certain provisions.
- All reasonable and agreed expenses will be reimbursed.
- At least two days free of responsibilities each week.
- 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, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress and any training and development needs of the Lay Employee, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- 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
<b>Education and Training</b>			
A recognised qualification in Evangelism, Youth or Family Work.		Yes	A, I, Q
<b>Skills and Experience</b>			
Experience of church or community-based work	Yes		A, I
Proven involvement in the life of your church	Yes		A, I
Proficient in the use of Microsoft packages.	Yes		A, I
<b>Qualities or Aptitudes</b>			
Able to organise and prioritise workloads, working pro-actively and with self-motivation both independently and part of a wider team.	Yes		A, I
Able to inspire, enthuse and care for a team of supporting volunteers.	Yes		A, I
Excellent communication and inter-personal skills, able to demonstrate a professional, approachable, and sensitive style.	Yes		A, I
Able to raise the profile of the church within the wider community, communicating our activities in a variety of engaging ways.	Yes		A, I
<b>Any Other Requirements</b>			
To be active within a church or a community of faith, committed to understand and engage with Methodism, be subject to its discipline, and to present a good Christian example in all that you do.	Yes		I
To be able to demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of life.	Yes		I
To commit to adhere to Methodist policy and process around safeguarding, GDPR and data protection.	Yes		I
To commit to continue professional development and to undertake all relevant training where identified necessary by your Line Manager.	Yes		I
A satisfactory disclosure from an enhanced check by the Disclosure & Barring Service (DBS).	Yes		DBS

A: Application form    I: Interview    P: Presentation    G: Group Exercise    Q: Qualification

**Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If 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 [hr@yorkshiremethodist.org](mailto:hr@yorkshiremethodist.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 offer of employment be 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 but 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, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.