



Job Information Pack

# **Community Lay Worker**

Bridlington Mission Area of the Methodist Church

Closing date: **Thursday 17<sup>th</sup> April**

Interview date: **Thursday 24<sup>th</sup> April**

**Job title:** Community Lay Worker  
**Employed by:** Bridge Methodist Circuit  
**Location:** Working in the communities served by the Methodist Churches of Sewerby, St John's Burlington, Bridlington and Flamborough.

**Reports to:** Accountable to the Bridlington Mission Area through an appointed Line Manager, Rev Nic Bentley.

**Key relationships:**  
(Internal)

- Rev Nic Bentley (Line Manager)
- Church leadership teams at Sewerby, St John's and Flamborough
- Church, Circuit and District Officers, Staff and Volunteers

**Key relationships:**  
(External)

- The communities of Sewerby, St John's and Flamborough
- Local ecumenical partners
- Local support and community groups
- Local schools and their leadership teams

**Purpose of role:**

- To identify mission and outreach opportunities within the communities of Sewerby, St John's and Flamborough.
- To plan new and develop existing activities and projects to meet and explore these opportunities.
- To strengthen Church and community links in partnership with others from the Churches, including the Minister.

**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.

## **Main responsibilities:**

### General duties:

- Appraise the effectiveness of existing groups and activities in our church communities and, working collaboratively with the Minister, action with sensitivity any refocus of work.
- Establish and develop trusted relationships that explore and identify community need to enable the creation of new groups and projects that offer practical support and a space to explore questions of faith to those who feel overlooked and left behind.
- Reach out and establish connections with local schools to understand gaps in provision and need for families and children work, offering practical and faith based solutions.
- Where appropriate and as opportunity presents be pro-active in working ecumenically and collaboratively with local community groups to explore missional opportunities.
- As opportunity presents, attend community meetings and become a recognised voice.
- Become a trusted presence in our church communities through visibility and presence.

### Volunteers:

- Identify, safely recruit and support volunteer participation in activities and projects.

#### Safeguarding:

- Work within Methodist safeguarding policy adhering to safer recruitment processes.

#### Other requirements:

- Prepare and deliver reports and attend as asked to do so relevant Church meetings.
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving mission across the Bridlington Mission Area.

#### **Summary of terms and conditions:**

<b>Contract type:</b>	<b>Full-time Fixed Term Contract</b> Fully funded for 3-years, with the possibility of extending to 5-years subject to additional funding being secured.
<b>Working hours:</b>	<b>37 hours</b> per week (1 FTE)
<b>Work pattern:</b>	A flexible working pattern, to include evening and weekend working, with at least two days free from responsibilities each week.
<b>Rate of pay:</b>	<b>£25000</b> per annum
<b>Location:</b>	Working across the communities of Sewerby, St John's Burlington, Bridlington and Flamborough. All reasonable expenses will be reimbursed at the rate advised by the Methodist Church.
<b>Annual leave:</b>	Leave for a full-time employee is 33-days inclusive of public holidays. Leave for a part time employee is calculated pro-rata to this.
<b>Pension:</b>	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
<b>Probationary period:</b>	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
<b>DBS disclosure:</b>	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
<b>Right to work:</b>	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
<b>Training:</b>	There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. This appointment is conditional on the successful completion of the Methodist Creating Safer Space Foundation and Advanced Module Safeguarding training, within the first 3 months of employment.

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	<b>E</b>	<b>D</b>	<b>A</b>
<b>Training and Qualifications</b>			
Good understanding and use of written and spoken English	Yes		A, I
Higher level qualification in mission and/or theology		Yes	A, I, Q
<b>Knowledge, Skills and Experience</b>			
Experienced in empowering and supporting people whose voices don't feel heard and for whom life, in general, can be difficult.	Yes		A, I
Experienced in working collaboratively with ecumenical partners and community groups, developing positive and trusted relationships.		Yes	A, I
Creative thinker, with experience in exploring activities that meet a specific need whilst supporting and empowering people to recognise their potential.	Yes		A, I
Experienced in recruiting and supporting a group of volunteers.		Yes	A, I
Good all-round knowledge of social media platforms and how they might be used to interact and develop relationships with the local community.	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of our church communities.	Yes		A, I
Able to work with competing priorities whilst adhering to deadlines.	Yes		A, I
Able to identify and explore the giftings of others and nurture a volunteer team.	Yes		A, I
An active listener, friendly and sensitive, able to work with compassion.	Yes		A, I
Able to communicate with confidence, both verbally and in writing.	Yes		A, I
Able to take initiative, be pro-active, and think independently.	Yes		A, I
<b>Any Other Requirements</b>			
A robust and well-developed Christian faith.	Yes		A, I
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of life.	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends.	Yes		A, I
To be an active participant in any relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

**Assessment:**

**A:** Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

**Next steps:**

General enquiries and informal conversations about the role are actively encouraged.

In the first instance we ask that you direct these by email to Rev Nic Bentley by email at [nic.bentley@methodist.org.uk](mailto:nic.bentley@methodist.org.uk), or telephone Rev Nic on 01262 35273.

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

**Anticipated timeline:**

A start date as soon as possible is available and will be discussed at interview stage.

<b>1. Closing date:</b>	Thursday 17 <sup>th</sup> April 2025
<b>2. Shortlisting date:</b>	Friday 18 <sup>th</sup> April 2025
<b>3. Interview date:</b>	Thursday 24 <sup>th</sup> April 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Methodist premises in either Sewerby, St John's or Flamborough.

**Adjustments:**

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 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 the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

**Entitlement to work in the UK:**

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

**References:**

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. 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. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

**Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, 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 and abilities 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.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.