## Job Description



**JOB DESCRIPTION**

**Job Title:** **Community Development Worker – Easton**

**Role Type: Permanent and 37.5 hours per week (Full-Time)**

**Lay Employee in the** **Dorset South and West Circuit**

**Location: Easton Methodist Church, Portland**

**Responsible to:** The Lay Employee will be employed by the **Dorset South and West Circuit** and will be under the supervision of the **Minister of Easton Methodist Church**

**Purpose and Objectives:**

To be the embedded community leader and local face of Easton Methodist Church, supported by the Minister, to reach deeper into the community, to share the truth and love of Jesus and to grow as a community of faith. Our desire is that EMC is a flourishing and growing church, that seeks to actively support the people of Portland, under God’s grace in acts of worship, service and mission.

**Main Responsibilities**

* To be the embedded community leader and local face of Easton Methodist Church, supported by the Minister, to reach deeper into the community, to share the truth and love of Jesus and to grow as a community of faith.
* Encourage EMC in how its projects, events and acts of service can be developed, by listening more carefully to its community. Within this we wish to strengthen the relationships we have with ecumenical friends and look forward to where God leads us. We also wish to grow and develop our work with Children and Families work by building on existing projects like Tea and Toast, Messy Church and Café Church.
* Collaborating with the EMC Minister, Circuit and other colleagues, help to develop the worship and spiritual life of EMC. Enabling existing members to deepen their relationship with God, and encouraging new members to be welcomed into EMC.
* Help EMC to explore how its building can be developed as a mission base and to meet the emerging needs of the community of Portland.
* To encourage and enable existing members of the congregation to have the confidence to share their faith, to come alongside those in the wider community and to care for one another in God’s love.
* Encourage an attitude that will seek out and respond to new opportunities of mission and service that arise within the Church and the community.
* Working collaboratively with the Minister and Superintendent in order to meet the needs of EMC and the circuit, creating a safer space for all through the implementation of the churches safeguarding policy.

**Terms and conditions**

* Terms of appointment: Permanent post, 37.5 hours per week.
* The salary will be £26910.00 per annum, with the option to join the Circuit pension scheme provided by NEST with a monthly contribution of 6%
* It is necessary requirement of this post for the postholder to be a practicing Christian
* All agreed reasonable expenses will be reimbursed. You will be expected to have access to your own transport for this job
* There is a contributory pension scheme to which eligible lay employees will be auto enrolled. This is provided in accordance with legal requirement and Methodist policy. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
* Normal working pattern: 7.4 hours per day to include some Weekends and evenings
* At least two days free of responsibilities each week.
* 28 days statutory annual leave entitlement per year (pro-rata for part-time employees).
* Opportunities for relevant training.
* Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
* Appointment will be subject to satisfactory references
* Appointment will be subject to the satisfactory completion of a three month probationary period.

**Management**

The Community Development Worker will have a line manager and lay worker support group, whose responsibilities will be to:

* Become familiar with their work.
* Work with them to encourage the church to respond to new challenges and opportunities in mission.
* Determine priorities for the work.
* Prepare a personal development plan with them.
* Ensure good communications between all the ‘stakeholders’ (groups and networks) involved.
* Monitor and evaluate their progress on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).