



Celebrating God's Love, Connecting with Jesus and Caring for Chadderton and beyond

## Church Community Development Worker - Job Description

### Job Title and Location

Sessional **Church Community Development Worker** (CCDW) at South Chadderton Methodist Church (SCMC). *Note: this is a self-employed sessional position.*

### Accountability

The Church Community Worker will be under the supervision of the Minister in pastoral charge of SCMC.

### Key Role

The CCDW will be responsible for developing current community initiatives and encouraging and developing new sustainable initiatives which will meet the needs of and the local community.

### Main Tasks and Responsibilities

- Set up a focus group with people from the community so that local people can continually feed into the development of the projects
- Manage and develop new initiatives to meet the needs of the community
- Identify key local contacts and work with them to maximise use of the church premises for community use - advertising activities to residents in the local area, including schools and businesses
- Identify and apply for future funding to ensure future sustainability
- Manage the church premises ensuring safe and welcoming venue, promoting community cohesion and wellbeing and ensuring that church users adhere to the relevant policies and procedures
- Support existing groups and promote new usage of the church premises to both maximise income and meet needs of the local community
- Monitor and evaluate the success of the project, working with service users to continually improve the activities and services on offer
- Be accountable to and report to the minister of SCMC.

### Terms and Conditions

- Hourly Rate: £15.00 per hour
- Normal Working Hours: 6 hours a week x 47 weeks a year
  - *This may increase if the church can secure additional funding during the year*
- You will be responsible for invoicing the church on a monthly basis
- All reasonable expenses will be reimbursed and an allowance given for on-going training and personal development
- The post is subject to satisfactory completion of a three-month probationary period
- The post is subject to an enhanced DBS check.

**General Tasks**

To undertake any other duties as required and commensurate with the level of this post.

**Flexible Working Conditions**

To work flexible hours as agreed with the CCDW management group

**Health and Safety**

Staff Members have responsibility in ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible are not placed at risk. Staff will adhere to the current Equal Opportunities and Health and Safety Policies for the Methodist Church as appropriate to their role and adopt and adhere to the established Risk Assessment Procedures.

**Other:**

Please also note the post is fixed term for 12 months and subject to future funding.

**Closing Date for applications:**

Saturday 7th April 2018

**Interviews will take place:**

Saturday 28th April (pm)