

Community Mission Worker JOB DESCRIPTION



Job Title:	Community Mission Worker (Poverty Truth Commission facilitator)
Location:	South West Tyneside Methodist Circuit
Responsible to:	The Community Mission Worker will be employed by the South West Tyneside Methodist Circuit
Purpose and Objectives:	The Community Mission Worker will carry out tasks related to the community work alongside the Deacon in the Circuit and also in the establishing of a Poverty Truth Commission in the West of Gateshead.

Main Responsibilities

- **Working in partnership with the Circuit staff, the Community Mission Worker will help to support, develop and sustain some of the community projects which run in the West of Gateshead.**
 - Weekly Soup Lunch - To support and offer pastoral care and prayer to the local volunteers in running this weekly provision which aims to provide a low cost, healthy meal for local people and support those in the community who are lonely, widowed and struggling with unemployment.
 - Holiday Hunger Programme - Alongside ecumenical partners, help to plan and run this important Holiday provision for local children.
 - Foodbank - Getting to know some of our more regular clients and signpost them to other ways we can help meet their needs and to other organisations who can support them.
 - Community Lunch - This is a quarterly event in Blaydon which provides a free hot meal to local people who are struggling financially but also those who are struggling with loneliness and social isolation due to factors such as age and disability. The Community Mission worker would help to facilitate this event and get to know those who attend to develop on-going relationships and support.
 - Community Garden / Allotment - Help the Deacon to oversee this project in Blaydon. The project aims to provide fresh vegetables for families needing to attend the Foodbank as well as for use by the Soup Lunch and Community Lunch. The project works with local people who are unemployed and need some activity which can develop new skills and provide them with a reference.
 - Gloria's Girls - Domestic Abuse support group which meets monthly. Attend the group and support the clients and leaders as needed.

- To support the Deacon in running some of the community groups and getting to know the clients for each of the groups.
- To work alongside the Deacon and other colleagues and local churches in discerning areas of need and possible responses and how this supports their on-going mission.
- To work alongside the volunteers who are involved in the community projects already and ensure they are suitably trained.
- Ensure that all safeguarding administration and guidelines are in place for all the groups and that all volunteers are suitably trained in Safeguarding.
- To engage with other partners in promoting good relationships.
- **To establish and co-lead on a Poverty Truth Commission for the West of Gateshead. (Approximately 40% of time).**
 - Work with Local Councillors, MP, Community Groups and individuals who are impacted by poverty or can be part of the way forward.
 - Facilitate the working together of those affected by Poverty in the West of Gateshead and those organisations and bodies who are decision making bodies etc.
 - Support the local commissioners in telling their stories.
 - With the Deacon, establish a Commission event.
- **General Circuit responsibilities**
 - Attend Circuit Staff meetings. Alongside Circuit colleagues, share and reflect on the on-going mission of the Circuit and local churches.
 - Attend Circuit meetings as appropriate.
 - Attend and contribute to Circuit Services.
 - Provide regular reports to the Circuit on progress within the role.
 - Facilitate prayer in the Circuit and ecumenically around the issues of poverty and justice.
 - Assist with grant applications.
 - Represent the Circuit and the Methodist Church within their role, working within the Circuit Mission and the priorities of the Methodist Church in Britain.
 - Any other duties and responsibilities, identified by the Supervisor, as are within your capabilities and level of responsibility, in order to meet the needs of the South West Tyneside Methodist Circuit.

Terms and Conditions

- Terms of appointment: Fixed term until 2021.
- The salary will be £21,000 per annum.
- Normal working pattern: 37.5 hours per week – days and times will vary each week depending on the activities the worker needs to attend and with the addition of some evening / weekend meetings and events.
- Opportunities for study and training will be provided as well as an annual training allowance.
- All reasonable expenses will be reimbursed. Mileage allowance of 45p per mile.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- 28 days statutory annual leave entitlement per year (pro rata for part time workers).
- Appointment will be subject to a satisfactory Enhanced Disclosure and Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.

Management

- The Community Worker will have a line manager whose responsibilities will be to:
 - Become familiar with the work of the Lay Employee.
 - Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
 - Determine priorities for the work.
 - Ensure good communication between all 'stakeholders' (groups and networks) involved.
 - Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- A Management Group will be in place for the Community Worker who will provide a sounding board and encouragement as well as a space to review work and consider priorities and targets going forward.

Last Date Modified: 6th June 2018