

Church and Community Support Worker

Job Description

Employer: St Columba, Stephen Hill Churches, Crosspool, Sheffield

Reporting to: Reader, Incumbent/Minister (post-vacancy)

Background information regarding the churches and position:

We are two churches, one Anglican, one Methodist, in close geographical proximity working as one unit. The role will support the continued unification of our churches and our vision of building on good relationships with our local community that existed prior to the pandemic but have developed in new ways during it. This is a new role providing administrative support to existing staff and volunteers but in a pro-active and community-focussed way involving actively building relationships and connections rather than just sitting behind a desk. Occasional evening and weekend work will be required.

The vision statements of the church are:

- To respond to God's love through worship, prayer, and service.
- To be friendly, inclusive and welcoming; celebrating human diversity in all its richness.
- To create space for people to ask questions and grow in their faith through openness, struggle, prayer, laughter and worship.
- To engage with our local area, city and world; committed to promoting justice, peace and solidarity

Main responsibilities:

- Providing both administrative and active support to the Incumbent and church staff (particularly the Children and Families Worker, Safeguarding Officer, Reader, and Wardens).
- Through the provision of efficient and friendly administration, facilitating connections between church groups, church user groups and the local community. Encouraging the widest possible participation of our church in our community and vice versa.
- Providing a welcoming and efficient point of contact to church members, premises users and visitors or enquirers via telephone/email/other means.
- Proactively applying for grants to further the church outreach (e.g.: IT support, community project funding, training for existing members)
- In conjunction with the Stephen Hill Property Manager, co-ordinating hall hire and invoicing premises users.
- Implementing the Church of England Safe Recruitment procedure including verifying DBS applications, seeking references etc. Maintaining Safeguarding records and secure archiving. Ensuring necessary information and paperwork is supplied to those running activities/events for under18's and vulnerable adults. Notification of training needs and ensuring training is completed and renewed. Managing DBS renewals for staff and volunteers.

- Preparing the resources needed to support weekly services (rotas, service plans, orders of service, projection, notices, flyers), as well as Life Events (baptisms/weddings funerals) and liaising with clergy, readers, intercessors and music teams as required.
- Managing the churches' social media accounts and website, keeping them up to date and creating/sourcing content for regular posts .
- Creating other resources to promote the church both internally and externally, e.g.: designing and distributing publicity, flyers, 'Welcome Booklet', Christmas cards, etc.
- Being self-motivated and pro-active in the above responsibilities.

Summary of terms and conditions of employment:

- This is a part time, 16 hours per week, salaried position at £10,500 per annum. Normal working hours can be discussed, and we are able to be flexible but will require some evening working and some weekend working including attendance at some Church services.
- Fixed term position until 31/12/2023
- Based at the St Columba office, but may occasionally be required to work at Stephen Hill, or remotely.
- The employee will be automatically enrolled into the appropriate pension scheme.
- Pro rata 28 days holiday including bank holidays.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education and Training	Computer fluency, particularly IT office systems, and website editing.	Appropriate professional qualifications. Experience with Microsoft 365	Application, Proof of Qualification
Experience	Administrative, organisational and time management skills, including the ability to set priorities and manage a varied workload. Able to work independently and resourcefully with minimal direct management	Prior Church Administration Prior work with families and young people Prior experience of recruiting and motivating volunteers Prior experience with grant application and communications	Application and Interview

<p>Skills, Abilities, and Attributes</p>	<p>Friendly, enthusiastic and organised, easily able to build and facilitate relationships.</p> <p>Proven team worker, with excellent interpersonal skills (in person and online)</p> <p>Flexible with the ability to get the most from limited resources .</p> <p>Ability to draft correspondence and other documents to a high standard and in fluent English.</p> <p>Ability to work confidentially.</p> <p>Commitment to ongoing learning and personal development.</p>	<p>Knowledgeable about safeguarding.</p>	<p>Application and Interview</p>
<p>Other requirements</p>	<p>Satisfactory DBS clearance Right to work in UK</p>		<p>On appointment</p>