Job Title: **Outreach Co-ordinator**

**Job description and person specification**

**West Worthing Baptist Church**

West Worthing Baptist Church is a growing community of Christians from different generations and racial backgrounds located in Worthing, West Sussex.

Our worship is eclectic in nature, with a mixture of organ-accompanied traditional hymns and band-led contemporary worship music.

We have recently seen some new growth in our numbers and feel this is the time to invest in outreach opportunities including that of young people. We also have vibrant premises that see hundreds of people passing through the doors to use our coffee bar and other rooms. We see this as an opportunity for outreach should we find the right person.

The Outreach Co-ordinator will work alongside the minister and church volunteers as well as the premises administrator.

Our hope is that the person with the right qualities and skills will be able to bring the members of the community closer to the church as well as those already on the fringes.

Responsibilities of the Outreach Co-ordinator will include:

* Developing relationships with the local community
* Organizing and planning outreach events
* Training the church in ways of sharing faith
* Recruiting volunteers
* Running outreach courses such as Christianity Explored and Being With
* Refocusing the outreach strategy of the congregation
* Finding ways to represent the church at local events such as Picnic-In-The-Park and the Pride Parade
* Contributing to making the premises available 7 days a week
* Working with the administrator in getting to know the work and needs of groups meeting in the premises
* Managing our website and social media pages
* Devoting some of its weekly hours to youth work development
* Building relationships with the community to spread the good news of Jesus and encourage unchurched people to engage in a personal walk with God

**Person specification**

The Outreach Co-ordinator will someone who ideally is/has:

* A committed Christian who is currently a member of a church and has an established faith in Christ. This is an occupational requirement
* IT literate with the ability to update the church’s online presence.
* Some experience with youth work is necessary
* Ability to engage with a variety of people in all settings
* A vibrant, personable personality
* Good communication skills
* An understanding of the Christian faith and of how biblical content applies to people’s everyday life
* Experience in organizing outreach events
* Willingness to offer some involvement into currently run programmes such as Messy Church, Youth Club, etc whilst developing new events and programmes as opportunities arise.
* Experience recruiting and leading volunteers
* A tactful and intuitive person who develops relationships well and knows when and how to express their faith but has a desire for people to discover God’s love
* Has organizational skills
* Able to work on their own initiative but ultimately under the supervision of the minister
* Experience in leading outreach courses such as Alpha, Christianity Explored or Being With is preferred
* Willing to have flexible working hours, some evening work would be expected
* Willing to make WWBC their place of work
* Willing to live in or around the church area and worship at WWBC

**Salary and benefits**

This is a Full-Time Post with salary in the region of £23,000 to £24,000 depending on experience and qualifications. Some slight flexibility may be negotiable, but a minimum of 30 hours would be required unless an equally qualified Part Time applicant is found. Depending on the week, the hours would be split 25/75% Youth work to Outreach.

This post is funded for 2 years but there may be a possibility of extending.

There is a Pension Scheme with the Baptist Union with the Employer/employee contributing 5% each.

Holiday entitlement is 4 weeks plus Bank Holidays.

All necessary expenses for the position would be covered

Appointment is subject to a DBS check and a 6-month probationary period.

If you wish to apply, please send your CV and personal statement to WestWorthingBChurch@gmail.com and for any further information please see our website at [www.westworthingbaptistchurch.org](http://www.westworthingbaptistchurch.org) or ring the church office on 01903 212760 and ask to speak with the minister or secretary.