

## JOB DESCRIPTION

<b>Job Title</b>	<b>Outreach Development Worker</b>		
<b>Reports to</b>	Rev Dr David Barker	<b>Location</b>	Batley Central Methodist Church, 90 Commercial Street, Batley. WF17 5DS
<b>Circuit</b>	North Kirklees and Morley Methodist Circuit	<b>Rate of Pay</b>	£14.45 per hour

### Job Purpose and Objectives

Working in partnership with the church and local community to:

1. Develop an outreach programme and recruit volunteers to support the services that are developed.
2. Support the Church Leadership Team and congregation to deliver the mission as defined in the agreed mission plan.

### Responsibilities

<b>Responsible to:</b>	The employee will be employed by North Kirklees and Morley Methodist Circuit Meeting and will be line managed by Rev Dr David Barker. The employee will be required to participate in the reflective supervision of their work, with a trained supervisor.
<b>Responsible for:</b>	Volunteers

### Main Responsibilities

- Develop specific services to benefit the community. e.g. mental health support, parent and toddlers, skills building.
- Liaise with existing community groups and local charitable organisations to identify opportunities for the church premises to be used for the greater benefit of the community.
- Develop and engage in appropriate partnerships between the church, other local services, and the community to align with the mission of the church.
- Recruit and work with volunteers to support the work – build the team.
- Support the Church Leadership Team and congregation to deliver the church's mission.
- Create social media posts on platforms such as Facebook and Instagram that are relevant to the mission project and services provided.
- Establish relationships with existing users of the church buildings and help the church develop and strengthen those relationships.
- Be a responsible keyholder to the building.
- Keep adequate records of contacts and of work undertaken in line with current Methodist GDPR requirements.
- Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement, from the Church Leadership Team.
- Any other duties and responsibilities, identified by the Line Manager as are within the Employee's capability, time and level of responsibility, in order to meet the needs of the church.

## Terms and Conditions

- Terms of appointment: Fixed Term 3-year appointment
- The rate of pay will be: £14.45 per hour.
- Normal working pattern: 16 hours per week worked flexibly in agreement with your Line Manager which will include some evening and weekend work. Actual days, start and finish times will be variable in accordance with the needs of the Employer. The days of the week on which you may be required to work are Monday to Sunday. You will not be expected to work on more than 4 days in a calendar week.
- 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.
- 33 days (including Public Holidays) annual leave entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to:
  - A satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
  - Satisfactory references.
  - The satisfactory completion of a six month probationary period with an interim review at three months.