

CHURCH & COMMUNITY LINKS OFFICER (Job advertisement)



£10/hr 16 hrs/wk initially for 1 year flexi by negotiation (some evenings & weekends)

Are you passionate about community?

Do you want to be part of Christ's transforming presence in Basildon?

Are you excited by the challenge of a new project?

Then this may be just the post for you!

We are looking for an **enthusiastic, friendly** individual who is great at **building links, pulling people together and listening to God and the community** to help us make the most of this God-given opportunity. "The Table" is a recently established project providing a point of contact for church and community through a stall in Basildon Town Centre. We now have a new opportunity to provide hospitality in St. Martin's bell tower and we will have a rent free gazebo stall in the new Basildon Market to be opened early in 2018. With the support of a prayer and steering group you will manage and recruit for a team of volunteers and lead them in engaging with the local community, including residents, churches, voluntary sector, local government and businesses. Training will be offered leading to accreditation as a Pioneer Missioner.

This is a great opportunity to make a difference to

- the wellbeing & regeneration of Basildon Town Centre
- the development of the Christian Churches
- frontline pioneer mission in the Marketplace

Further details and application form available from Revd Esther McCafferty
emccafferty@talk21.com tel: 01268 522455

Closing date for applications & CV's: **Friday 10th November 2017 4.30pm**
Interviews: **Thursday 30th November from 2pm**

JOB DESCRIPTION AND PERSON SPECIFICATION

Post: Church and Community Links Officer

Employer: The Parochial Church Council of St Martin's, Basildon

Area: Basildon

Salary: £10 p/h (16 hours per week) initially for one year

OVERALL AIM:

The prime responsibility of the Church & Community Links Officer is to oversee and develop the work of "The Table" project and to build strong links between the churches; businesses; voluntary sector; local government and residents in Basildon Town Centre. This significant role will give the post holder an opportunity to make a real difference in the local community - to contribute to the wellbeing and regeneration of the Town Centre; to the development of the life and work of the Christian churches; and to be part of God's frontline pioneer mission in the new Marketplace - the gospel lived out in action.

The post holder will have the opportunity to work with a variety of different people, partnerships and agencies. S/he will be responsible for establishing a reputation for excellence in community engagement, gathering information and providing support to the local community in Basildon Town Centre.

ROLE

This is a part-time role initially for one year. The hours are flexible by negotiation at 16 hours per week, and may involve some evenings and Sundays.

The role will be based at St Martin's Church, St Martin's Square, Basildon SS14 1DX

This is a profoundly relational role which will be partly shaped around the gifts, passions, ideas and contacts you bring and those all-important relationships which you will build whilst in post.

The successful candidate will make a real and lasting contribution enabling the Christian Churches in West Basildon to be more focussed and missional in the local community. S/he will be expected to complete the Pioneer Mission Course at St. Cedd's Centre for Mission (commencing February 2018) for accreditation as a Pioneer Missioner.

The person appointed will be subject to a 3 month probation period.

Please note: This post has a Genuine Occupational Requirement to be filled by a Christian under the Employment Equality (Religion or Belief) Regulations 2003.

St Martin's Parochial Church Council is committed to ensuring that its policies and procedures are consistent with the Diocese of Chelmsford Safeguarding guidance. This will help to minimise the risks to vulnerable groups, including children, and to ensure that we safeguard the health and well-being of our users and providers. Please note that we apply a robust recruitment vetting process.

GOVERNANCE STRUCTURE:

Employer – St Martin’s, Basildon Parochial Church Council

Employing Agency/Payroll Service – Langdon Hills Parochial Church Council

Supervisor/Line Manager - The Rector, St Martin’s Church

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JOB DESCRIPTION - KEY RESPONSIBILITIES

“The Table” is a recently established presence in Basildon Town Centre building relationships between church and community. At present the project involves a small group of dedicated volunteers providing a point of contact through a stall in front of St. Martin’s bell tower adjacent to the proposed new Basildon Market (due to open in early 2018). The Table currently runs from 9.00am to 1.30pm on Thursdays and Fridays offering fresh filter coffee and other hot drinks; signposting to community organizations; opportunities for conversation and prayer and a selection of goods to purchase from the Christian bookshop.

We now have an exciting opportunity to offer hospitality in the bell tower itself and we are in the privileged position of having been promised a rent-free gazebo stall in the new Basildon Market. The successful candidate will be responsible for co-ordinating a process which will make the most of these exciting opportunities This process is likely to involve some of the following:

Developing a team who share your vision

Managing and recruiting an effective voluntary team from the churches who will turn ideas into action and see things happen!

Listening and engaging with the community

This includes churches, residents, local community support organizations, local government, voluntary sector and local businesses. You will have the opportunity to build on existing links and also to develop new networks.

Working with others to discern the need

Through careful listening and engagement you will work in partnership to identify needs within the community which may be addressed through the Table or other means.

Planning how best to meet that need in partnership with others

You will have the opportunity to work with others to think of practical yet creative responses to these needs.

Enabling the project to respond to God and those who are part of it

You will be observing and reviewing the project as it develops, allowing it to respond to needs as they arise and also according to the gifting and requirements of the individuals involved.

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PERSON SPECIFICATION– Qualities and Experience

E = essential, D = Desirable

Experience within the Church or voluntary sector for 2 years minimum	E
Able to work on own initiative	E
Proficient in Microsoft Office, Excel and Word with proven organisational skills to resource own admin and report on the project	E
Knowledge of the local area	D
Practising Christian	E
Project planning	D
Appropriate personal presentation in a variety of contexts	E
Willing and able to listen to both people and God	E
Able to work as part of a team as well as being a team leader	E
Able to share enthusiasm to empower and inspire others	E
Interpersonal skills including partnership working and networking	E
Training skills	D