



The **Methodist** Church
Chesham Methodist Church

Bellingdon Road, Chesham, Bucks HP5 2HA

www.cheshammethodist.org.uk

JOB DESCRIPTION

Job Title:	Community Worker for the Church 2 Community (C2C) Project
Lay Employee in the	Amersham Circuit
Location:	Chesham Methodist Church (CMC)
Responsible to:	The Lay Employee will be employed by CMC and will be under the supervision of the Chair of the C2C Management Team and the Minister in pastoral charge of CMC.
Responsible for:	Volunteers in the C2C Project
Purpose and Objectives:	To reach out into the community of Chesham with the love of Jesus Christ, by facilitating a range of projects to meet the physical, mental, social and spiritual needs of local older, young and vulnerable people.

Main Responsibilities:

1. To facilitate the smooth running of the following activities:
 - Movers & Shakers for mainly older people (activities, exercise and lunch);
 - Hobbies Club (tea and chat whilst doing an art or craft project);
 - First Monday (worship with a talk and refreshments);
 - Treasured Memories Club (group for people living with dementia & their carers);
 - Silver Surfers club (IT/technical support for older people and others);
2. To develop dementia friendly worship to take place initially once a quarter in conjunction with a minister or a preacher
3. To facilitate occasional local
 - Carol Services for the Retirement Apartments opposite CMC
 - Awareness/Fund Raising Events for the work of C2C
4. To attend and produce reports for C2C Management Team and Church Council meetings.
5. To ensure that all necessary administration is accurate and up to date, including:
 - producing programmes, flyers and posters;
 - updating the website and promotional materials;
 - booking speakers and exercise instructors;

- updating registers and contact records and maintaining pastoral contacts;
 - ensuring compliance with the Data Protection Regulations and policies, including the church Safeguarding Policy;
 - collecting subscriptions, recording payments and banking;
 - assisting with funding applications for the C2C Project;
 - submitting weekly time sheets to both the Minister in pastoral charge of CMC and the Chair of the C2C Management Team.
6. To assist where necessary in the setting up of rooms for activities including setting out chairs and tables and making preparations for activities to be carried out.
 7. To build up and develop good relationships with the wider church, the local Community and partner organisations/individuals who assist with the C2C Project (e.g. exercise instructors, speakers, music therapists, IT instructor and volunteers). This, in order to build up and develop a good relationship with the congregation at CMC, so that they continue to 'own' the C2C project, will include attending worship on a Sunday morning at CMC at least once a month. Attendance once a month will be included within the working hours. You will of course be welcome to attend on other occasions as well.
 8. To ensure that the activities adhere to the CMC's Health and Safety Policy
 9. To undertake any other duties and responsibilities, identified and agreed with the Chair of the C2C Management Team and within the Community Worker's capabilities and level of responsibility, to further the work of the project.

Terms and conditions

- Terms of appointment: fixed term until 3 years after the start date but it is hoped that it may be able to be extended subject to finance.
- The salary will be £10.40 per hour.
- No accommodation is provided with this role.
- Normal working pattern: 16 hours per week.
- Training opportunities will be encouraged.
- All reasonable agreed expenses will be reimbursed (and a small allowance given for on-going training.) (Note you will not be expected to use a car for this job).
- You will attend all required safeguarding training
- 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 annual leave entitlement per year including statutory holidays (pro-rata for part-time Workers).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references

- Appointment will be subject to the satisfactory completion of up a six-month probationary period.

Management

1. The C2C Community Worker will have a line manager whose responsibilities will be to:
 - become familiar with the work of the Community Worker;
 - work with the Community Worker to encourage the church to respond to new challenges and opportunities in mission;
 - determine priorities for the work;
 - prepare a personal development plan with the Community Worker;
 - ensure good communications between all the 'stakeholders' (groups and networks) involved;
 - monitor and evaluate progress with the Community Worker on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter);
 - act as a "sounding board" to the Community Worker;
 - carry out an annual appraisal.
2. There will also be a Management Team in place to support the Community Worker and with whom ideas for current and future work can be exchanged and developed