

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Outreach Worker with a focus on Children, Young People and Families</b>
<b>Lay Employee in the</b>	Basingstoke and Reading Circuit
<b>Location:</b>	Home based, with the majority of the time spent at various agreed locations within Basingstoke
<b>Responsible to:</b>	The Lay Employee will be employed by the Basingstoke and Reading Circuit and will be under the supervision of a named person
<b>Responsible for:</b>	No staff report to this post

### **Purpose and objectives:**

To provide outreach support and encouragement, with a particular focus on children, young people and families, in churches in the Basingstoke section of the Circuit i.e. Kempshott, Oakley, Oakridge, Old Basing, St Andrew's and Trinity Methodist Churches.

### **Main responsibilities:**

1. To work with the Minister, church stewards, congregations and other helpers to review and, where appropriate, build on existing initiatives. Additionally, to explore further opportunities to reach out to children, young people and their families within the church and community.
2. To provide appropriate support to the uniformed organisations which have links with Oakridge, St Andrew's and Trinity Methodist churches.
3. To facilitate teamwork to maintain and develop links between the churches and local schools e.g. Open the Book.
4. To enable liaison with community groups, congregation, other local churches etc to scope out potential possibilities for outreach, including collaborative working
5. To attend Circuit and Church Meetings and relevant training events as agreed with your supervisor.

6. To fulfil other duties consistent with the role as agreed with your supervisor and as time permits.
7. To maintain and submit to your supervisor a record of work undertaken on a regular basis.

**Initial specific responsibilities:**

8. To assist the Ministers in pastoral charge of individual churches in the following ways:
  - To support and develop outreach activities and opportunities both in the churches and out in the community e.g. Play Buddies, the allotment, Messy Church, and other church organised activities that attract young families.
  - To maintain and develop links with the on-site nurseries and Pre-Schools.
  - To promote the inclusion of children and young people as part of the church family e.g. JAM and the Zimbabwean Fellowship.

**Terms and conditions**

- Terms of appointment: Initially for a 3 year period when it will be reviewed in the light of Circuit staffing needs
- The salary will be £9.50 per hour
- No accommodation is provided with this post

Normal working pattern: This will be flexible, but should average 24 hours per week. It will include some Sundays and attendance at agreed meetings. There is likely to be an increase in the amount of work around Festival times, but additional hours can be reclaimed during school holiday periods if desired

- Three days free of responsibilities each week to be negotiated with your management group. There can be some flexibility.
- 28 days statutory annual leave entitlement per year (pro-rata for part-time Workers).
- Opportunities for study and for training.
- All agreed reasonable expenses will be reimbursed (eg telephone, stationery, mileage) and a small allowance given for on-going training.
- Appointment will be subject to satisfactory references
- Appointment will be subject to an Enhanced DBS check
- Appointment will be subject to the satisfactory completion of a three-month probationary period.

- It is expected that there will be an annual appraisal at which objectives will be agreed and monitored.

## **Management**

The Lay Employee will have a named supervisor who will be supported by a management group. The management group's responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the churches to respond to new challenges and opportunities in mission.
- Determine priorities and annual objectives for the work.
- Prepare a personal development plan with the Lay Employee and supervisor.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee and supervisor on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Support and advise the Lay Employee and supervisor on ideas, initiatives and concerns.

A separate support group will be available to ensure that the Lay Employee receives suitable pastoral support.

**Date the Job Description was last updated:**