

PRIVATE AND CONFIDENTIAL

Dear Applicant,

POST OF CIRCUIT MISSION ENABLER (SETTLE/HELLIFIELD/NEWBY)

Thank you for your interest in the Settle Circuit and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

- Job Description and Person Specification
- Application form
- An equality and diversity monitoring form

If you wish to make an application, please complete the application form and return it to Lucy Atkinson via settlemethodistcircuit@outlook.com by 5pm on the closing date which is **Thursday 29th February 2024**. It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

For details on how we use the information you provide during the course of a job application, please see our privacy notice which is available from: <https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice>

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview during the week commencing 11th March 2024. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date, please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely

Revd Tim Broughton
Superintendent Minister

Circuit Mission Enabler (Settle/Hellifield/Newby)

Job Description & Person Specification

JOB DESCRIPTION

Job Title:	Circuit Mission Enabler (Settle/Hellifield/Newby)
Lay Employee in the:	Settle Methodist Circuit
Name of Employer:	Settle Methodist Circuit Meeting
Location:	Home based if the candidate lives within or close to the Circuit (an office base is available if preferred). However regular on-site engagement with churches is a key requirement for this role.
Responsible to:	Superintendent Minister

Job Purpose and Objectives: To lead and develop mission and discipleship opportunities based around our Circuit Churches of Settle, Hellifield and Newby, aimed at a wide range of people but particularly focussed on children and families.

Working in partnership with the Superintendent Minister, local church leadership teams and a range of lay volunteers, to enable churches to make the most of their missional resources and to realise currently unfulfilled opportunities.

To enable children and families to participate fully in the life of Circuit/Church/Community.

Main Responsibilities

- To organise & co-ordinate projects, events & initiatives, on behalf of the Circuit's churches in Settle, Hellifield and Newby, that enable mission & evangelism and build positive links with the community, particularly focussed on families and young people.
- To develop and lead mission and discipleship opportunities; working in partnership with the minister to create new disciples, amongst the families, younger people, children and particularly those currently missing or underrepresented within the church.
- To establish and develop links with local schools; taking part in school events, lessons and activities if or when requested, as well as outreach in the local community, building links and developing relationships, offering guidance, mentorship, and support, with individuals, groups and organisations.
- To recruit and organise training and support for lay volunteers to enable the most benefit to be gained from the various events and initiatives developed, and/or other areas that relate to the mission of the churches.
- Assisting and leading worship if appropriately qualified.
- To apply for grants and help fundraise for the missional work of the churches.
- To understand, implement and promote best practice in safeguarding and health & safety policies within the churches where new activities are begun, in consultation with the Circuit Safeguarding Officers and to keep adequate records of contacts and of the work undertaken.
- To attend local church leadership team meetings and Church Council meetings when requested, giving regular reports and updates for review and appraisal.

- To undertake any work, duties and responsibilities that relate to the role that might reasonably be required, as identified by the Superintendent Minister and/or the local church leadership teams, to meet the missional needs of the churches.

Terms and conditions

- Terms of appointment: Permanent
- The rate of pay will be £13.75 per hour.
- Normal working pattern: An average of 12 hours per week, the average being calculated on a four-weekly basis worked flexibly, Monday to Sunday, in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week. You should be able to attend evening meetings as required (approximately 6 per annum).
- The hours of work for each aspect of your job description will be agreed with your Line Manager, the work will be finalised in discussion with the churches and will reflect the goals which are to be pursued. Some of the time should be spent working in the local community where there is a particular need or opportunity.
- Opportunities for development and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. (Note you will be expected to provide and use a car for this job for which mileage claims will be reimbursed at the notified Circuit rate).
- 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 (including public holidays) entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure with Barred Lists Check from the Disclosure & Barring Service (DBS).
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a probationary period of up to six months.

Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the Circuit churches to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.

- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a “sounding board” to the Lay Employee.

PERSON SPECIFICATION

Post: Circuit Mission Enabler (Settle/Hellifield/Newby)

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE standard or equivalent (including Grade C/4 or equivalent in English and Maths)	A recognised Biblical, theological or practical mission qualification	Q
Proven Ability & Experience	Current and active member of Christian Church or Community	Practical evangelism or outreach	A I
	Computer literate, able to use Microsoft Office applications (Word, PowerPoint, Outlook) and the internet and confident in using social media platforms and online meeting software		A I E
	An understanding of Safeguarding and its requirements in a church context		A I
	Experience of / understanding of GDPR		A I
	Experience of working with children and young people		A I
		Experience of event organisation or project management	A I
		Experience of training others	A I
		Experience of applying for grants	A I
Special Knowledge & Skills	Team worker		A I

		Able to lead Worship	A I
Special Qualities & Aptitudes	Able to relate effectively to a wide spectrum and form positive relationships with all age groups	Good listener with a pastoral heart	A I
	Able to communicate effectively, verbally and in writing		A I
	Able to manage and prioritise workload and work without direct supervision		A I
	Able to motivate self and others	Able to set and work to goals without direct supervision	A, I
	Able to present a strong Christian example in speech, action and prayer	Able to contribute effectively to a team	A, I
	Able to empathise with the needs of local congregations and communities	Ability to connect with the local community	A, I
	Able to adapt to changing priorities and circumstances		I
	Willing to work flexible hours including evenings and weekends		A, I
Any Other Requirements	Able and willing to travel	Clean driving licence and access to own vehicle	I
	Willingness to understand and engage with Methodism and be subject to its discipline		I
	Satisfactory Enhanced Disclosure with Barred Lists Check from the Disclosure & Barring Service		DBS Application

	This post is subject to an occupational requirement that the post-holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010		I
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A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)