



Application pack

Community
Outreach
Worker



c/o Laurel Grove
Blencogo
Wigton
Cumbria
CA7 0BZ

January 2019

PRIVATE AND CONFIDENTIAL

Dear applicant,

POST OF COMMUNITY OUTREACH WORKER, WIGTON CIRCUIT

Thank you for your interest in the above post, I am pleased to provide an Application Pack which contains the following information:

- Job Description
- Person Specification
- Application form

You can find information about the Circuit and Cornerstone Methodist Church on the Circuit website: <http://wigtonmethodistchurch.co.uk>.

The appointment start date can be flexible from an immediate start to September 2019. If you wish to make an application, please complete the form and a short covering letter and return it to:

- electronically to Cozens1988@gmail.com
- a hard copy to the address above

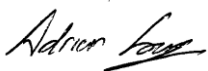
by no later than 5pm on 1st March 2019.

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 short-listing process.

Shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview on 14th March 2019.

We thank you for your interest in this post and we look forward to receiving your application.

Yours sincerely



Adrian Cozens

On behalf of Cornerstone Methodist Church and Wigton Methodist Circuit

JOB DESCRIPTION

Community Outreach Worker

Wigton Methodist Circuit is a one church circuit in the North West of Cumbria. The mission and ministry is embodied through the life of Cornerstone Methodist Church, a newly created multi-site church operating across the 5 communities the circuit had been serving¹. One of our primary aims of Cornerstone Methodist Church is to make disciples who want to make a difference. At CMC, church life is structured around three core principles - *KNOWING* Jesus as saviour, *GROWING* as disciples and *GOING* out to make a difference. To this end, the role of the Community Outreach Worker centres upon our desire to transform the places in which we live, work and worship by helping people to come to faith and go out themselves to make a real difference in the community.

The aim of the Community Outreach post is:

- to develop discipleship within our new expressions of church (such as Messy Church) by finding effective ways to involve families in the life and witness of the Church
- to aid the sharing of good practice in outreach and develop new outreach opportunities across our sites
- to encourage and enable people across our sites to shorten the gap between mission opportunities and 'church' (be that fresh expressions or traditional expressions of church)
- to encourage people of all ages to start and continue a journey of faith by:
 - going beyond the church walls and meeting people where they are
 - and journeying with them along the way
- to work with ecumenical partners and other recognised agencies to maximise the benefits to the local community

¹ Cornerstone Methodist Church was created to serve the communities of Abbeytown, Aspatria, Caldbeck, Silloth and Wigton. It operates in 3 of the existing chapels and other locations in the other 2 communities. At the time of writing Caldbeck retains a separate identity for transitional reasons but is still a core part of Cornerstone.

The Main Responsibilities of this appointment fall within our 3 main principles outlined above:

Knowing

- Contribute to worship experiences suitable for those in the community who are not from a church background;
- Encourage ways of providing a bridge from mission experience to an experience where people encounter God

Growing

- To find ways of encouraging members of our fresh expressions in to meaningful ways of expressing discipleship
- To use their own God given gifts to enhance the church and community in which they live and serve;
- To continue to develop existing After School and Holiday Clubs including coordination between the different clubs throughout the circuit to maximise the benefit of all the work that is happening;
- Build on the relationships that we already have with local schools (for example, through assemblies & NISCU²);

Going

- Enable church members to be an active part of the leadership of outreach opportunities.
- Explore ways to engage the community in faith development;
- To develop relationships with other agencies working within the community;
- To get to know the community of Wigton and appraise how the church family can offer help and support;

In fulfilling these responsibilities, the appointed person will:

- Contribute to the leadership of the Circuit, occasionally attending and contributing to Circuit Meetings and Church Councils as required;
- Keep appropriate records of contacts made and of work undertaken. One copy to go to the line manager and one copy retained;
- Keep daily time sheets and submit to line manager regularly;
- Deliver publicity material.

² Northern Inter Schools Christian Union

Terms and conditions

- Fixed term – 3 year contract
- The salary will be £23,000 per annum, with an annual increment in line with RPI;
- Normal Working Hours 37.5 per week including some evenings and weekends;
- Opportunities for study and for training;
- Car Mileage rate of 45 pence per mile for the first 10,000 miles then 25 pence per mile thereafter will be paid for all circuit business;
- All reasonable expenses will be reimbursed subject to an agreed limit approved by the management team;
- At least one day free of responsibilities each week;
- Holiday entitlement of 24 days plus 8 public holidays per annum. The holiday year runs from September 1st until August 31st. Your holiday entitlement is based on 1\12th of your entitlement for each completed month;
- Appointment will be subject to a satisfactory enhanced D.B.S. disclosure;
- Appointment will be subject to the satisfactory completion of a six-month probationary period;
- There is a Genuine Occupational Requirement that the successful candidate be a committed Christian.
- Contributory Pension Scheme;
- Sick leave – salary will be paid for up to four weeks in any rolling year.

Management

The Community Outreach Worker will have a management group whose responsibilities will be to:

- Be familiar with the work of the Community Outreach Worker;
- Support the Community Outreach Worker in encouraging the churches to respond to new challenges and opportunities;
- Determine priorities for the work in consultation with the Community Outreach Worker;
- Prepare with the Community Outreach Worker a personal development plan, and organise regular appraisals;
- Monitor and evaluate progress with the Community Outreach Worker on a regular basis;
- Act as a “sounding board” for the Community Outreach Worker;
- Offer opportunities for concerns or problems to be discussed in a supportive environment;

- Report to the Circuit Meeting to whom it is accountable.

The circuit will ensure that the Community Outreach Worker receives suitable pastoral support, and will provide a mentor or support team, independent of the minister and management group.

Location: Responsibilities are spread across the Wigton Methodist Circuit (see footnote 1 above) although the bulk of the activities take place in Wigton.

Accountability

The Community Outreach Worker will be employed by the Wigton Circuit and will be under the supervision of a Line Manager and a Management Group.

PERSON SPECIFICATION

Job Title: Community & Family worker

Circuit: Wigton Methodist Circuit

Attributes	Essential	Desirable	Method of Assessment
Education & Training		Recognised qualification in Christian work or work relevant to this post	Q, I, A,
Relevant Experience	Experience of practical outreach including work with families	Experience of school assemblies, Cafe church, Messy Church etc.	I, A, R
	Current participation in the life of a Christian church or community		I, A, R
Special Knowledge & Skills	Able to develop relations with schools and other agencies working in the community	Able to organise and lead worship in a variety of settings	I, A, R
	Able to co-ordinate and manage others (volunteers)		I, A, R
Special Qualities or Aptitudes	Committed Christian who is willing to play an active part in the life of the church.		A, I, R
	Able to share God's love with others		A, I, R
	Able to relate to, and communicate with families		A, I, R
	Able to contribute effectively to a team		A, I, R
	Able to maintain records and paperwork	To be computer literate	A, I, R
	Willingness to reflect on experiences and learn from them		A, I, R
	Able to cope with challenging situations		A, I, R
	Able to show initiative, personal organisation and self-motivation		A, I, R
	Able to motivate others		A, I, R
	Able to identify the needs of families and the wider		A, I, R

	community and seek appropriate ways of responding		
	Full Driving Licence		A
Any Other Requirements	Satisfactory Enhanced Disclosure from the DBS		CRB Application
	Satisfactory personal references		R
	Satisfactory health declaration		I

Method of Assessment A – Application Form, I – Interview, P – Presentation, Q – proof of qualification (certificates or transcripts), R – References

APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

POST:	Community Outreach Worker
METHODIST CHURCH/CIRCUIT:	Wigton Methodist Circuit
CIRCUIT No.	9/12
DISTRICT:	Cumbria
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	Mr Adrian Cozens Laurel Grove Blencogo Wigton Cumbria CA7 0BZ E-mail: Cozens1988@gmail.com Telephone: 016973 61114
CLOSING DATE:	1 st March 2019

Please complete this application in black ink or black type

PERSONAL DETAILS

This information will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with * must be completed.

Post applied for: *

Where did you hear about the post?

Title and surname: * (Block letters)

First names: *

Date of Birth:

Address: * (Block letters)

Telephone number: Home: Mobile:

E-mail address:

STATE OF HEALTH: *

Are you aware of any condition that might affect how you carry out the duties of the post?

Yes

No

If yes, will you need any special arrangements to be made to assist you at the interview?
(Please describe)

WORK PERMIT : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment i.e. Passport, NI card, P45.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes

No

If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick) Yes

No

If "**No**" please indicate the basis on which you are eligible to work in the UK.

CONVICTIONS: * Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes

No

If yes, please supply further details:

EQUAL OPPORTUNITIES: We invite you to complete the enclosed Diversity Monitoring Form. In order to monitor the effectiveness of our Equal Opportunities Policy, the information will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

APPLICATION FORM

Applicant to Complete	
FULL NAME	
POST TITLE	Community Outreach Worker
METHODIST CHURCH/CIRCUIT	Cornerstone Methodist Church/Wigton Methodist Circuit
CIRCUIT NO.	9/12
DISTRICT	Cumbria
CLOSING DATE	5pm 1 st March 2019

For Office Use Only	
Date Received	
Application No	
Special needs at Interview	
Shortlisted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appointed	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Why are you applying for this job?

3. What particular experience, qualities and other attributes would you bring to the post?

4. How do you think you would do the job?

5. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

6. Describe a time when you felt your faith tested? How did you respond?

7. The ethos behind Cornerstone Methodist Church is helping people from different communities have an inclusive and collaborative outlook for the church. How might you get young and old, modern style and traditional style to collaborate?

8. Describe a recent experience of sharing your faith with someone else.

9. What do you enjoy about working with others? What is challenging?

10. Additional Information

You are welcome to give additional information, which may be written, in the space below.

11.REFERENCES

Please give the name, address and telephone number of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and should include your minister or church leader.

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

12.I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature: _____ Date: _____