

JOB DESCRIPTION

Job Title:	Mission Enabler		
Reports to:	A management and support group appointed by the Circuit Assembly	Location:	St John's Northgate Methodist Church.
Circuit:	Gloucestershire Circuit	Salary:	£14.83 per hour

Job Purpose and Objectives

- To develop the use of St John's Northgate Church Hall as a centre for mission based on the principles of "Our Calling" and the Methodist "God for All" strategy, ("Church at the Margins" and "New Places for New People").
- To develop strategic partnership with others who share our values wherever possible.
- The historic Grade II* listed church building presents opportunities for mission based on heritage and the arts.

Responsible to:	The Lay Employee will be employed by the Methodist Circuit of Gloucestershire and will be line managed by the Presbyterian in pastoral charge of St John's Northgate Methodist Church.
Responsible for:	N/A

Main Responsibilities

- Work with the Gloucestershire Methodist Circuit Executive and St John's Methodist Church to develop the strategy for the use of the church premises as a centre for Christian mission.
- Develop partnerships with other Christian groups using the buildings.
- Work as part of a team to identify strategic relationships with other city centre organisations to develop Christian mission and ministry within the centre of Gloucester.
- Work with ministerial colleagues to develop new and innovative opportunities for Christian mission and ministry in the city centre of Gloucester.
- Contribute, as part of a team, to making the church premises open and accessible 7 days a week.
- Support the on-line and social media presence of the church.
- Support the overall vision of an open and inclusive Christian centre.
- Work with the church bookings officer to administer licences with external organisations for the use of the buildings.
- Attend quarterly Management and Support Group meetings and weekly meetings of the church staff. (Other meetings only to be attended when specially requested).
- Keep adequate records of contacts and of work undertaken.
- Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement, from the management and support group.
- Any other duties and responsibilities, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Terms and Conditions

- **Remuneration:** Salary of £14.83 per hour
- **Pension:** 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
- **Hours of work and normal working pattern:** 30 hours per week, normally from Monday to Friday. Some evening and weekend working will be required and there will be at least one day free of responsibilities each week
- **Holiday Entitlement:** Five weeks annual leave entitlement plus Bank and Public Holidays
- **Probationary period:** Appointment will be subject to the satisfactory completion of a six-month probationary period with an interim review after three months
- Opportunities for study and training
- Appointment will be subject to satisfactory references and completion of relevant safeguarding training
- Appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check (DBS)
- There is an occupational requirement for the role holder to be a committed Christian
- Applicants must have the right to live and work in the UK

Management

This post will be line managed by the Minister and will meet regularly to:

- discuss their work, new challenges and opportunities in mission.

The Lay Employee will have a support group whose responsibilities will be to:

- Become familiar with the work of the employee
- Determine with the minister priorities for the work
- Monitor and evaluate progress with the employee on a regular basis
- Act as a 'sounding board' to the employee
- Ensure that the employee receives suitable pastoral support
- Undertake a review at the end of the probationary period, and an annual review of the work.

How to Apply

- Please complete both the Application and Equality and Diversity forms and send to office@glosccircuit.co.uk
- Closing date for applications: 9am, Friday 3 May
- Interviews: Monday 20 May at St John's Northgate Hall
- Start Date: As soon as possible