

## ST. AUGUSTINE'S BROXBOURNE WITH ST. LAURENCE WORMLEY

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Parish Development Worker</b>
<b>Salary Range:</b>	<b>£20,000 per annum</b>
<b>Hours:</b>	<b>Full-time – 40 hours per week Days off normally Saturday and Monday</b>
<b>Reporting to:</b>	<b>The Rector</b>
<b>Accountable to:</b>	<b>The PCC</b>

#### **Background:**

The parish of Broxbourne with Wormley is a vibrant, growing community. The parish currently has a membership of more than 320 people with an average Sunday morning attendance of 250-300, of which 50-80 are children and youth.

#### **Role:**

We are seeking to appoint a Parish Development Worker to be involved in church and service leadership, ministry to youth, children and young adults and to assist with events and administration.

#### **Key Responsibilities:**

##### **1. Church and Service Leadership**

- 1.1 Together with the Rector, PCC and ministry team, the Parish Development Worker will be involved in prayerfully leading the church forward and discerning God's direction;
- 1.2 To support the Youth and Worship Minister in leading and developing worship at the 9.30am service at St. Augustine's and at other events (e.g. evening services, Alpha course, worship events);
- 1.3 To support the Rector and ministry team in service leading and preaching where appropriate;
- 1.4 To attend weekly prayer and ministry team meetings;
- 1.5 To attend regular review meetings with the Rector.

## **2. Youth, Children and Young Adults**

- 2.1 To support the Youth and Worship Minister in providing a programme for 10-18 year olds on Sundays and in small groups in the week;
- 2.2 To assist the provision of children's groups for 3-10 year olds on Sunday by leading worship on a monthly basis in those groups and being available to cover occasional sessions for those groups;
- 2.3 To assist, at the invitation of the Headteachers, in leading worship and other activities for pupils in Broxbourne and Wormley Primary Schools;
- 2.4 To develop a small group for young adults in our congregations and to have pastoral oversight for them.

## **3. Events and Administration**

- 3.1 To organise and run events in the life of the parish (e.g. welcome meals for newcomers, Alpha course and Alpha invitation events, events for families, courses).
- 3.2 Assisting with the administration of Sunday children's groups (e.g. following up volunteers on rotas, following-up requests for DBS checks).
- 3.3 Other one-off administrative tasks as required.

### Terms of Service

This position is a three-year full-time appointment, with a review period after 6 months. The working hours allocated for this position are 40 hours per week. Holiday entitlement is 33 days including bank holidays, of which a maximum of 6 can be Sundays. The line manager for this post holder will be the Rector. The salary is £20,000 per annum, plus 4% pension contribution.

The job description is not intended to be a complete list of duties, but does indicate the key responsibilities attached to this post. The balance between different activities may change as the role evolves. The appointment will be subject to obtaining Enhanced DBS clearance. There is a genuine occupational requirement that the post holder is a practising Christian. Please note that we can only consider applicants who are already resident and permitted to work in the United Kingdom.

### Applications

Please return the application form to the Rector, Revd Charles Hudson at [charleshudson@broxbournewithwormley.org.uk](mailto:charleshudson@broxbournewithwormley.org.uk)

Closing date: Noon on Friday 29<sup>th</sup> July 2016

Interviews: Wednesday 3<sup>rd</sup> August 2016 – this will include candidates leading a short time of worship

Start date: Negotiable – this post is subject to DBS clearance

## PERSON SPECIFICATION – PARISH DEVELOPMENT WORKER

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of leadership in a Christian context;</li> <li>• Experience of leading contemporary worship;</li> <li>• Experience and/or training in Christian youth and/or children’s ministry;</li> <li>• Experience of events management.</li> </ul>	<p>Theological training</p> <p>Youth and/or children’s work qualification</p>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• High musical instrumental competence (guitar and/or keyboard) and vocal skills;</li> <li>• Ability to lead with vision and enable others effectively to bring the vision to fruition;</li> <li>• Good communication skills, both verbal and written;</li> <li>• An ability to think strategically;</li> <li>• Skilled in teaching the Bible in a culturally relevant way;</li> <li>• Strong organisational skills, able to schedule and manage own workload and that of others sensibly and effectively;</li> <li>• Able to work effectively within a team;</li> <li>• Ability to foster and maintain positive working relationships with a wide range of people;</li> <li>• Problem solving skills and an ability to support others to develop solutions;</li> <li>• Knowledge and experience of safeguarding legislation and issues in relation to children and young people;</li> <li>• Good IT skills, and ability to use Microsoft Word, Excel, etc.</li> </ul>	
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Is committed to Jesus Christ as personal Lord and Saviour and to growing in faith, modelling the renewing work of the Holy Spirit;</li> <li>• Is comfortable working in an Anglican context;</li> <li>• Is committed to own personal development and learning;</li> <li>• Enjoys working to a high standard and pursues excellence</li> <li>• Shows resilience and determination.</li> <li>• Positive attitude, self-motivated and able to motivate others.</li> </ul>	