

ASHCROFT MISSION AND OUTREACH PROJECT LEADER

JOB DESCRIPTION

Job Title: Ashcroft Mission and Outreach project leader

Employer: Gloucestershire Methodist Circuit

Location: Cirencester Ashcroft Church and Centre, Ashcroft Road, Cirencester

Project/Line Manager: The ordained minister for Cirencester Ashcroft Church

Responsible for: None

A Management and Support Group will support the employee and their work in partnership with their Line Manager

Purpose and Objectives:

To support, inspire and nurture people both outside and inside Ashcroft Church's membership in active discipleship of Jesus Christ, by using the church's premises as a base for outreach to the town of Cirencester.

Main responsibilities:

- To enhance the wellbeing and spirituality of people of all ages and all circumstances in Cirencester via the church's work
- To make good use of the church's premises in the church's delivery of attractive outreach activities
- To identify new, and directly manage some outreach activities, and to support and enhance the delivery of other outreach activities led by other church members or Christians
- To help the church attract people from all ages and all parts of the community to become church members, particularly people with dependent children
- To help increase the church's involvement in the wider community and with other churches that enhances the church's mission
- To recruit, guide, support, manage, lead and develop volunteers in their work with people, and if appointed, to supervise any sessional workers employed in this field
- To ensure compliance with all relevant obligations including safeguarding, health and safety, data protection, first aid etc
- To ensure the church's outreach work and centre is promoted and well publicised to the general public and church members, including via social media and community newsletters
- To explain their work to church members and trustees in both practical and theological terms
- Other duties as agreed that are relevant to the particular expertise and remit of the post.

Resources

- office space at Ashcroft Church or expenses for carrying out office duties at home will be provided
- laptop and mobile phone provided on permanent loan to post-holder for duration of employment
- training budget for post-holder for personal and professional development

Terms and Conditions

The role is initially funded for 2 years and 9 months. The post may continue if subsequent funding is obtained.

Remuneration: Salary of £22,326 per annum full-time equivalent. All reasonable expenses will be reimbursed and a small allowance given for ongoing training.

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: Full-time 37.5 hours per week. The specific hours to be agreed, but likely to include regular working on Mondays to Fridays and two Sundays in four, with occasional weekend and evening hours as required. No overtime is payable but agreed time off in lieu will be available.

Holiday Entitlement: 28 days statutory annual leave entitlement all pro rata based on a full-time working week of 37.5 hours.

Probationary period: Appointments are made subject to the satisfactory completion of a probationary period of 3 months.

There will be opportunities for study and for training.

Appointment will be subject to a satisfactory Enhanced Disclosure and Debarring Service (DBS) disclosure.

Appointment will be subject to satisfactory references.