

## **Community Outreach Worker – The Gateway Project, Halstead**

Title:	Community Outreach Worker
Employed by:	St Andrew's with Holy Trinity Parochial Church Council
Responsible to:	Line manager: Curate, Halstead Area Team Ministry Oversight: Team Rector, Halstead Area Team Ministry
Workbase:	Parish Office, Parsonage Street, Halstead
Hours:	25 hours per week. However, there is flexibility in this role to reduce the hours to 18 hours per week to be negotiated with successful applicant
Salary:	£20-25k (pro rata) depending on skills and experience
Leave:	20 days annual leave plus 8 bank holidays (pro rata)

### **Job summary:**

To be an instrumental part of taking forward the Gateway Project, a mission project in the southwestern part of Halstead which aims to establish a new worshipping community; and in particular to reach and serve those in the community with whom the established church has little contact, introducing them to Jesus through service and example.

### **Duties and Responsibilities:**

1. To work with the pioneer curate and others in the Gateway team to:
  - a. Continue to develop the Gateway Project's strategy for reaching people in our mission area, including making connections between meeting social needs and sharing the Christian faith.
  - b. Listen to and identify the needs of the community, and strategically and prayerfully develop ways to meet some of those needs.
  - c. Recruit, support and train volunteers to join in working to meet identified social needs.
  - d. Work in cooperation with other local agencies – such as other church denominations, schools, youth clubs, uniformed organisations, drug and alcohol groups, foodbank etc.
  - e. Link with the Edward Bear Club, the baby and toddler group run by St Andrew's Church
  - f. Assist the existing clergy and lay schools ministry team, including potentially in the secondary school where we have fewer links
  - g. As the new worshipping community is established, to contribute to leading its services and activities

2. With the pioneer curate, to keep the Parochial Church Council of St Andrew's with Holy Trinity informed of progress, and to consult them where necessary; and to keep the established church membership informed of and where appropriate involved in these outreach activities, helping to grow their skills and confidence in mission.
3. To be fully conversant with the Diocesan Safeguarding and Child Protection Policy and ensure its implementation within the parish.
4. To connect with the Diocesan Children's Work Advisor and other Diocesan support structures where appropriate.

We know whoever is appointed will have their own gifts and we recognise the role will need to be flexible enough to grow with that person.

### **Supervision and Support:**

1. Supervision will initially be provided fortnightly by the Curate or Team Rector.
2. The Community Outreach Worker will give a termly report to the PCC.
3. Training requirements will be discussed at the Supervision meetings and access given to appropriate courses, the cost of which will be met by the Gateway Project.

### **Equipment and expenses:**

A mobile phone and laptop will be provided for use during the term of employment. Reasonable working expenses will be paid.

### **Person specification**

We recognise that some of the qualities below might, for some candidates, still be a work in progress. We want to employ the best person for this role and would therefore work with them on fully developing their skills and experiences.

Our heart is to serve the community and make Jesus known and without that we wouldn't be advertising. We need someone who is empathetic to our faith, has a vision for the role and is excited to work with us as we seek to listen to God and follow his leading.

Interpersonal Skills: Interpersonal skills are essential for this role and include compassion, positivity and patience. These are required for relationship building to be authentic and real. It is also essential that the candidate understands and puts in place personal boundaries to protect their own spiritual, mental and physical well-being, and that of their loved ones. They should have a willingness and ability to come alongside people of all ages, walks of life, socio-economic backgrounds, cultures, races and ethnicities.

Working with others: At St Andrews and Gateway we have a spirit of openness and support as a team. We don't expect each other to 'bare all' every time we meet but we are aware of the positive benefits of being accountable to each other regarding 'where we are'. It is important to us to look out for each other whilst respecting individual boundaries. Team meetings should be treated with the same confidentiality as all other work-related conversations and any disagreements should be voiced privately. We stand together publicly.

Active Listening Skills: Community Outreach Workers have to be great listeners. This quality is required to hear and seek to understand the specific situation of each person or situation they encounter; and to recall this information shared in follow up conversations or meetings. It is a key skill for building relationships. Some conversations may not be easy, so the Outreach Worker also needs to be able to handle difficult and potentially confrontational conversation with grace and sensitivity. They must also have the ability to discern when to pass the situation on.

Written and Oral Communication Skills: Most of an Outreach Worker's day is spent communicating, both orally and in writing. They rely on their written communication skills when the outreach process involves writing professional emails.

Social Perceptiveness: The Outreach Worker must be socially aware of the socio-economic situation of their mission area and how it affects both the wider community and individuals within it – noting the disparity between areas of the town and potentially differing needs in each.

Social media awareness: Especially in our current Covid climate it is important that the candidate is able to engage with social media; and in an appropriate way. We're all learning together on this one! This is a resource which we can use positively for building relationship and community; and also to link with other organisations.

Organizational Skills: The Outreach Worker must be reliable and comfortable with administrative duties as well as interpersonal ones. They must be able to use their initiative, but also know when to seek advice and support, and recognise the importance of accountability. Time management skills and ability to work well under pressure, prioritise and meet deadlines are also essential.

Confidentiality and Safeguarding: Given the breadth and sensitivity of some conversations, an outreach worker must have complete understanding of, and willingness to adhere to, confidentiality and diocesan safeguarding protocols. The appointment will be subject to an enhanced DBS check.

### **Further information and application:**

For more information or an informal conversation about the role, please Revd Jo Parrott, [halsteadcuratejop@gmail.com](mailto:halsteadcuratejop@gmail.com) . To apply, please send your CV and letter of application, along with details of two referees, to Revd Katie de Bourcier, Team Rector, The Rectory, Parsonage Street, Halstead, Essex CO9 2LD or [halsteadrector@gmail.com](mailto:halsteadrector@gmail.com) by 10 November 2020.