

## Director of Outreach

### Recruitment Pack

#### Welcome

We are delighted to launch recruitment to this new and exciting role within our church community. We are seeking someone who can join us in promoting our vision to celebrate God and to share the Love of Jesus.

Our church has been on the High Street and central to Witham's community for over 180 years and, throughout this time, we have not just worshipped together but, in the love that Jesus shows us, have served the community sharing that love with others. We are looking to the future and want to focus on building community and spreading the love of Christ to all.

This role will be a key part of this work, providing leadership within our active and growing community ministry. Working with a core team of staff and volunteers this role will ensure that the church retains and enhances its place in the centre of Witham's community supporting all who need the love of Jesus.

The church buildings are key to our ability to provide a welcoming and safe space for the whole community to enjoy. The church is open every day with a thriving and diverse range of activities throughout the week, including:

- Offering refreshments in the community café, supporting the warm spaces initiatives, and giving a welcoming space to enable conversation and fellowship.
- Praise and fellowship, with regular ecumenical midweek services, complementing our Sunday services, Bible studies and prayer meetings.
- Child centred support, particularly the popular Small Talk for carers and toddlers, the Baby Bank and our latest group Bumps and Babies which supports pregnant mums and babies. There are also special services and events aimed at all children and youth.
- Memories and More, our weekly session directed at supporting those with dementia and their carers.
- Running a community pantry and distributing holiday blessing boxes to those in greatest need.
- We also host external events and organisations such as our long-term hosting of Holdfast Credit Union and Talking News, along with a range of other regular lettings from Tiny Sing to Slimming World.

We are looking for a servant leader who can support and drive this work, building on the team of staff and volunteers who make this possible.

## Who are we looking for?

We are seeking someone to join us to build on and develop the work already in place. A servant leader you will have a heart for the vision we have and our work. You will have a personal faith which you can openly share to support your team and our community.

During the week you will be the face and leader of our activities, supporting our ministry team and elders to manage and develop the activity. The post reports to the Minister and Outreach Elders, who will provide strategic direction. However, the post holder is expected to be able to provide operational management and direction, supporting themselves and their team in resolving issues.

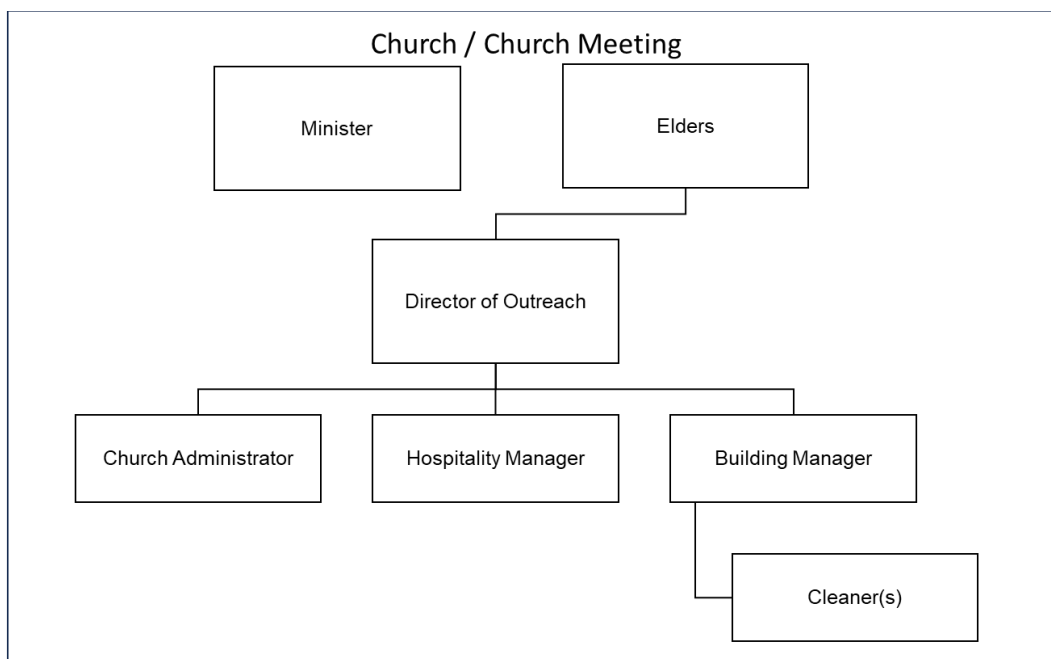
As part of this leadership role you will be expected to ensure that faith and commitment to worship is supported and encouraged; both within the team of staff and volunteers but also among those we are seeking to support and who visit the church.

You will be managing a core team of dedicated professionals, including our Hospitality Manager and Building Manager, ensuring that we are able to provide a safe welcoming environment for all who visit.

You will be expected to develop, or support the development of, projects and activities, ensuring these can work within our other commitments and policies. You will also coordinate and support the volunteers from within the church and the wider community who are key to our success. You will be an effective and clear communicator who is able to manage conflict and resolve challenges.

Working with the Church Administrator you will be key to ensuring the work of the church is effectively and clearly communicated, both within the church community and more widely.

## Management Structure:



## Qualifications and Experience:

There is no single qualification certificate which covers this role. We are seeking those who can demonstrate relevant experience in previous roles managing both complex operations and volunteers.

The individual will be able to show that they are able to adapt to situations bringing strong interpersonal and communications skills and relating to a wide and diverse group of individuals.

We work with all sections of the community, including those in homelessness, poverty and wider need. We support people from birth to death, and from all communities. We expect you to be able to act impartially and responsibly, respecting varying needs including those of disability, cultural sensitivities and differing communication needs.

Given the diversity of our client population, experience of both child and adult safeguarding is an advantage although support and training will be given.

Whilst a personal commitment to Jesus Christ as Saviour and Lord is required, you do not need to be a member of our congregation or indeed the United Reformed Church. You will, however, be expected to be supportive of the approach to faith taken within the church within your role.

## Terms and Conditions:

The role is 24 Hours a week; primarily this will be used Monday to Friday to support the work within the church. There is some flexibility in hours, although the core hours of the church in the week are 9:30am to 1pm.

There will be occasions when attendance at events on weekends, earlier in the morning or during evenings is required. Where this involves working beyond your normal 24 hours, time in lieu will be given. Discussion on hours will form part of the ongoing management and relationship between the post holder and their managers.

The post is salaried at £14,976 this equates to £12 pounds an hour. The church offers a pension scheme.

The post also offers annual leave entitlement calculated on the basis that a full time employee would be entitled to 28 days plus bank holidays.

## Further Information:

We host a range of information on our Church Website at <https://www.withamurc.org.uk/>

If you would like a confidential conversation about this role, please contact one of our Outreach Elders either Ian Hunt on 07748915149 or Fenella Hardie 07962038612, or via email at [info@withamurc.org.uk](mailto:info@withamurc.org.uk).

## Our Vision and Mission Statement:

As a church we have adopted the following vision and mission statement; this drives our overall strategy and provides the backdrop to drive the work programme of the Director of Outreach.

**Vision:** To celebrate God and share the love of Jesus

### **Mission Statement:**

To develop everyone in their faith so we grow in knowledge and love of God

- To support all to deepen their faith and their knowledge of scripture.
- To support all to have stories of their faith which they can share with others.

To develop as a church to share the love of God on our frontlines

- To enable individuals and groups to develop their ability to share their love of God with those who are on a journey to faith
- As a church to develop projects and programmes which will take the church out to the community

To be a praying church passionate about prayer as the foundation of all we do.

- To be a church which prays together and individually.
- To support prayer as part of house groups, prayer triplets and prayer groups.

To be a body of God worshipping together as a whole family with love and commitment to all.

- To have a full and active worship life which includes all members of the church and serves the needs of all generations.
- To support and develop house groups to share fellowship and support each other in our lives and faith.

To use the resources of the church to support the Great Commission, spreading the love of God across Witham.

- To develop the mission and outreach of the church so we engage with more people on our frontline and in the community.
- To promote the growth of the church by fostering spiritual and practical leadership within the fellowship, using the skills of the whole church family.

To be a church which is inclusive and promotes diversity and social justice.

- To promote inclusion and diversity in all we do, being a welcoming church which is respectful and supportive.
- To promote social justice both at home and abroad.
- To promote Eco Church and engage the whole fellowship in supporting the sustainability of the planet.

## Director of Outreach- Job Description

### Summary:

To support and deliver the church's vision and mission statement as a visible face of the church during the week. Leading the team of staff working to provide organisational support to the Church, delivering a welcoming and God-led approach to all who visit.

The Director of Outreach will be based within the Church, developing our outreach programme and supporting activities delivered by both the ministerial and voluntary teams of the church. Ensuring that the buildings are available and utilised in a way which maximises their use for the church's vision and mission and ensuring that they are ready and available for lettings.

Providing strategic leadership to the staff team, engaging in public communications promoting and developing the activity of the church, seeking grant or other funding, securing and overseeing external lettings.

### Hours:

24 Hours a week

### Organisation:

Reporting to the Outreach Elder(s) and the Minister.

Management of: Church Administrator, Hospitality Manager and Building Manager.

### Duties and Responsibilities:

- To be the "face" of the church on a daily basis, welcoming all who come into our building for whatever reason and being available to support them pastorally if the need arises.
- To provide a welcoming and God-led service to all those attending the church outside of worship services.
- To provide leadership of the staff team ensuring that the vision and mission statements of the church are promoted and implemented.
- To provide pastoral support for staff and volunteers and ensure time is set aside on a regular basis for individual and group prayer in addition to organising daily morning prayers for those active within the church.
- To work with, and under the direction of, the Outreach Elder(s) to promote the activities of the church and develop existing and new outreach programmes to the community.
- To work closely with volunteers within the church; supporting them in their roles and being supported by them.
- To lead, support and train volunteers as appropriate.
- To promote and engage with regular lets of church buildings, securing best use of the building and alignment with the church's vision and mission.
- To ensure that the facilities are set up and ready for lettings including as needed arranging resources or furniture.
- To manage external communications, promoting events and outreach from the church through all relevant communications approaches including social media.

## Witham United Reformed Church

- To liaise and work collaboratively with other church and community groups and local organisations within Witham and with local government bodies to develop or participate in events and activities which match the church's Vision and Mission statements.
- To oversee contractors within the building in liaison with the Building Manager.
- To manage operational budgets, securing best value and meeting income targets where relevant.
- To provide reports and records for the Outreach Elder(s), Ministerial Team and Church Elders as needed.
- To comply with all Church policies including Health and Safety and Safeguarding.
- To carry out any other reasonable duties as may be given to the post holder from time to time by the Outreach Elder(s) or Minister.

### **Person Specification:**

- A personal commitment to Jesus Christ as Saviour and Lord and a strong desire to serve within a church.
- Outstanding interpersonal people skills (the ability to work and interact with all members of the church and its community).
- The ability to discern needs and take initiative to meet those needs. Must have a professional attitude and display a servant heart.
- A willingness and ability to listen to people's problems and to pray with them if appropriate.
- Experience of working with volunteers and ability to lead volunteers.
- Highly effective verbal, writing, editorial and publishing communication skills.
- Excellent project management and negotiation skills.
- Good communication and customer service skills.
- Ability to protect the reputation and integrity of others through strict confidentiality, with appropriate sharing of information with colleagues.
- Willingness to learn new skills, work as a team player and overall dependability and approachability are very important.