

Community Hub Mission Enabler – St Mary’s Westfield

ROLE DESCRIPTOR

PART 1

JOB TITLE: Community Hub Mission Enabler (1.0 FTE)

REPORTS TO: Priest in Charge of Harrington and Distington, Workington Deanery

PURPOSE OF ROLE:

- To facilitate and enable the development of the community hub as the base of new worshipping and community groups that support the development and flourishing of life and faith in the parish of Westfield.
- To develop local leaders by training and enabling them to lead these groups and curate worship and contextual discipleship routes.
- Through an entrepreneurial spirit, bring together partnerships to champion the community hub in its day to day running and its sustainable vision for the future.

KEY ACCOUNTABILITIES:

- Oversee and develop a way of enabling leaders in Westfield that is contextually appropriate and is rooted in the faithful improvisation model.
- Under the oversight of the Priest-in-Charge, lead the development of New Worshipping Communities and community groups.
- Support and develop the gifts of people as they join the community hub and release them for their flourishing and the flourishing of Westfield and beyond.
- Under the oversight of the Priest-in-Charge, lead and support the development of worship and discipleship within the New Worshipping Communities to enable the current leaders to grow in confidence and share their learning more widely.
- To continue to develop St Mary’s Westfield as one community hub without a separation between creativity, community and inherited faith through good communication with colleagues and partners.
- Oversee hospitality, encouraging a culture of safety, welcome and inclusivity.
- Manage and oversee the care for the building, coordinating the development of the facilities for the benefit of the church and community, engaging others in this work.
- Lead the continued development of community connections and network with the Diocese and ecumenical partners.
- Develop and lead the fundraising strategy and plan to enable a long term financially sustainable future for the community hub, including the potential to expand the hours and scope of this role.
- In all areas of responsibility, ensure best practice and policy compliance in the key areas of safeguarding and health and safety under the governance of the St Mary’s Westfield PCC.
- To undertake other duties that, from time to time, may be required.

FINANCIAL IMPACT (How much and for what) DIRECT : n/a INDIRECT : n/a NUMBER OF DIRECT REPORTS: 0	NETWORK (Key people with whom the role liaises and for what purpose) Close connection with Parish of Harrington and Distington, Mission Community, Workington Mission Community and Deanery, Rural Dean, Archdeacon, Ecumenical partners, local lay leaders, Diocesan networks – especially Missional Revitalisation. The purpose of these is to be supported in this role and to share the ongoing learning from local leaders in this community hub as St Mary's Westfield continues to flourish, by the grace of God.
--	--

PERSON SPECIFICATION

PART 2

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
TECHNICAL COMPETENCE	
Skills & Qualifications	
Theological and missiological qualification at level 4 or above or equivalent experience. English language GCSE at Grade C/4 or above. Adept at using Microsoft Office 365 suite of applications.	Educated to degree level in theology, missiology or another subject. Fundraising qualification.

Knowledge and Experience	
Experience of working in and around new worshipping communities/fresh start pioneering contexts. Awareness of working in the Church of England and ecumenical contexts. Evidence of working in partnership and entrepreneurial ability to build connections to work towards and complete a project. A proven track record in working with local people and communities who have a breadth of social, health and economic needs. Experience of training and developing local leaders. Experience of curating and enabling creative worship and discipleship in a variety of contexts. Experience of effectively leading and delivering fundraising for specific projects (activity or capital) and applying to a range of trusts and foundations.	Experience of working in training or facilitation of adult education.

Behavioural Competence

Personal Effectiveness

- Proven record of bringing projects to successful conclusion within timescales and with limited resources
- Provide energy and leadership within the context of enabling the leadership of others.
- Takes responsibility for own work
- A commitment to continuing professional and personal development.

Personal style

- A creative, imaginative and innovative approach which respectfully engages people and places in ways which honour and encourage established culture and church life.
- Personal commitment to growing a mixed ecology of church and faithful improvisation.
- A value-based commitment to collaborative working with the ability to effectively work in partnership with others.
- A resilient and solution focused approach to managing challenges which may occur.
- Enthusiastic about learning from others and own experience.



Behavioural Competence	
Methods of working - Organised and manages their time well. - Self-motivated with an ability to time manage and effectively balance competing demands. - Ability to work autonomously and manage own workload - Enthusiastic about using IT to improve performance - Work effectively to deliver project briefs - Creative approach to delivering outcomes People skills - Professional, approachable, trustworthy and inspires confidence. - Works well with others and able to build informal teams - Encourages and equips others, spotting potential, providing opportunities and support for others to discover and develop gifts. - Effective one to one coaching or mentoring skills. - Forms strong partnerships with other individuals and organisations Communication - A respectful, compassionate and inclusive approach to building relationships underpinned by a diverse and effective range of interpersonal skills. - Highly effective in engaging stakeholders including church leaders - Able to influence and challenge appropriately.	
Other	
Current active member in the life of a church that is in communion with Churches Together in England, with wholehearted willingness to serve under the authority of the Church of England.	

▪ Able to work flexible hours, including regular evening and weekend commitments. ▪ Willingness to travel around the Diocese, with access to a vehicle for work purposes.	
--	--

Staff Benefits	
Salary	£36, 842 FTE
Hours	Full-Time 35 hours
Pension	A non-contributory, defined contributions scheme (employer's contribution is 15% of salary). An ordained candidate could choose to remain in the Church of England Clergy Pension Scheme.
Car	mileage paid at 45ppm
Office provision	Office space in Church House, Penrith
Working expenses	Funded as appropriate. Mileage (to places other than your Place of Work) paid at 45ppm.
Other benefits	▪ 34 days annual leave incl bank holidays pro rata ▪ 35 hrs working week flexi-time system in operation ▪ Time off in lieu of hours worked at evenings and weekends (there will be regular requirements to work outside normal office hours) ▪ A smartphone with remote access to email
	Any offer of employment is subject to: • Two references (one must be current employer) • Health Check • Right to work check • Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded)

NOTE - This post is subject to an **occupational requirement** that the postholder be a **practicing Christian** under Part 1 of Schedule 9 of the Equality Act 2010.