

Community Inclusion Worker

JOB DESCRIPTION

Job Title: Community Inclusion Worker

Location: West Preston Methodist Church based at (working from) Ashton, in the Preston Ribble Methodist Circuit.

Main Responsibilities

To work with the church, Ministry Team and volunteers to develop community inclusion work across the three sites of West Preston Methodist Church in line with the church mission statement. See website [West Preston Methodist Church – West Preston Methodist Church in Ashton, in Ingol and in Cottam \(wpmc.co.uk\)](http://www.wpmc.co.uk)

Context

West Preston Methodist Church seeks to serve the communities of Ashton, Ingol and Cottam by providing inclusive, safe and welcoming spaces within its buildings.

Through our inclusion work we aim to reduce loneliness and isolation and raise confidence and self-esteem.

We believe that the whole body of Christ should be involved in inclusion work, each of us having gifts and a ministry to offer.

Central to our inclusion work is one to one pastoral care and the development of community cafes (which are run by volunteers) at each of our sites.

We are looking for someone with pastoral sensitivity, and a listening ear to assist the Ministry and Pastoral Teams with **pastoral support, building links with other agencies** and to **coordinate the work of the cafes** at each site, bringing them together to share ideas and pool resources in order to build the @home “brand” and encourage a consistency of approach whilst maintaining the unique nature of each café.

Community Inclusion Work overview

1. Pastoral Care

- Work as part of the Ministry Team to provide pastoral support both within the church community and the wider community which may include pastoral visits and one to one working.
- Be a regular and friendly presence at church activities which offer support to the local communities, for example: Thrift Shop, Cottam Community Coffee Morning, Ashton cafes and Friday Friends.
- Form a link between the church and those in our communities who may be sad, lonely, isolated or lacking in self-confidence, including inviting them to events and activities across the church which may interest them and supporting their introduction to the activity where necessary.
- Alongside the Ministry Team, offer pastoral care for visitors to the cafes and encourage, support and grow volunteers.
- Offer and provide follow up pastoral care for those who are living with bereavement.

- Signpost people to external organisations for example NHS, Cupboard Love/Share It! or the Ministry Team as necessary.

2. Building Links

- Develop links with local and national organisations and statutory bodies which could help further the church's Community Inclusion work (for example, NHS prescribers) and act as a point of contact for such groups.
- Support and encourage the engagement of West Preston Methodist Church in its Community Inclusion work by networking with other Circuit staff including lay workers within the circuit and engaging with wider circuit initiatives.
- Work with the WPMC Social Action sub-committee to monitor inclusion work within the church.

3. @home Activities

- Work alongside the Church Leadership and Ministry Teams to encourage and coordinate the development of the @home activities (including Ashton Café, Thrift Shop, Cottam Community Café and Friday Friends) as welcoming, safe and inclusive spaces.
- Support the development of the @home "brand" and encourage the volunteers who run the cafes to share good practice and ideas. Facilitate meetings of volunteers to ensure a consistency of approach whilst maintaining the unique nature of each activity.
- Be a link between café volunteers and the church.
- In conjunction with the Leadership Team, promote and support the safe and successful day to day running and organisation of the @home activities, including health & safety, food hygiene, safeguarding and report any issues or concerns to the Leadership and/or Ministry Team.

4. Church and Circuit

- Undertake any reasonable duties and responsibilities identified by the Church's Leadership Team and/or the Circuit Leadership Team that are deemed to be within the role holder's capabilities, level of responsibility and within the available time in order to meet the legitimate needs of the circuit/church. This may include attendance at Staff Team meetings, relevant committees at WPMC, Circuit Special Interest Groups and worship at WPMC as appropriate.
- Support church inclusion activities, including prayer and @home celebration, as part of the Ministry Team. This post therefore holds a genuine occupational requirement for the post holder to be a Christian.
- Provide written reports for the Social Action Inclusion WPMC sub-committee as appropriate.

Accountability

The Lay Employee is employed by the Preston Ribble Circuit. The successful candidate will have a line manager to supervise their induction and development in the role. The work of the Community Inclusion Worker should be undertaken within and in sympathy with the faith and ethos of the Methodist Church.

Terms and conditions

The salary will be £14.21/hour.

Normal working hours: 18 hours per week, Monday to Friday 9.30am - 3.30pm with hours to be completed flexibly and allocated on a weekly basis depending on the needs of the church.

There is a contributory pension scheme into which all eligible lay employees are automatically enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions. Check with Treasurer for details.

Nine days annual leave entitlement per year, plus Bank Holidays where they fall on working days.

Appointment will be subject to a satisfactory enhanced DBS disclosure. The successful candidate will be required to complete Methodist Church Safeguarding training if they have not already done so.

If you wish to terminate your employment, you are required to give one week's notice after one month's continuous employment. Where the contract of employment is terminated by your employer you are entitled to receive the following notice - one week after one month's continuous employment. Thereafter one week's notice for every completed year of service up to a maximum of twelve weeks.

If you are absent from work by reason of sickness or injury for four or more consecutive days, you may be paid Statutory Sick Pay (S.S.P) by your Employer in accordance with the statutory provisions.

There will be a three-month probation period.

Management

- The role holder will be accountable to the Superintendent Minister. The role holder will be line-managed by a person nominated by the Superintendent Minister.
- The role holder will work with the West Preston Leadership Team and Ministerial Team.