

**Community Outreach Worker
Ruchill Kelvinside Parish Church**

JOB DESCRIPTION

- Title of Post:** Part time Community Outreach Worker, Ruchill Kelvinside Parish Church 18 hours per week.
- Responsible to:** The Minister and elders at Ruchill Kelvinside Parish church.
- Date:** November 2017
- Main purpose of post:** To manage a busy food bank, recruit and manage volunteers for our Tea Room two days a week, to develop opportunities for the congregation to get involved in outreach and to encourage them to do so.

MAIN DUTIES:

- To manage volunteers at the Trussel Trust Foodbank one day a week in the church hall
- To work in partnership with Jumping Jacks Outreach to run our 'Restored' outreach which, amongst other activities, provides community meals once per week.
- To co-ordinate and recruit volunteers for the continued running of our Tea Room two days a week.
- Organise occasional Alpha Courses and other short outreaches and encourage the congregation to get involved
- To network with local agencies involved in community outreach.

Additional duties

- To be motivated to manage and organise own work load.
- To work Independently and as part of a team.

- To provide information e.g. prayer points to enable church members to pray for the work
- To contribute fully to the supervision and appraisal process
- Undertake such other duties as may be required from time to time by the line manager.

Person Specification: Children and Families Outreach Worker

	Essential	Desirable
Skills, abilities and knowledge		

Experience of co-ordinating and participating in Christian outreach activities.	√	
Proven ability to communicate well with all age groups.	√	
Highly developed inter personal and organisational skills	√	
Flexibility required as weekend and some evening working required.	√	
Basic IT skills email, power point, rota's and basic promotional material for events.	√	
Experience in relating to those with little or no church connection	√	
Experience in working in partnership with other churches		√
Holder of a full valid driving license and owner of a car or full access to alternative private transport as required		√
Personal Qualities		

Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.	√	
Good oral, written and listening skills	√	
Positive and enthusiastic with ability to enthuse and encourage others	√	
Proven ability to work collaboratively with colleagues and contribute to effective team working	√	
Excellent planning skills with the ability to prioritise work and workload	√	
Openness to and able to evidence different ways of working and trying new initiatives	√	
Educational requirements		
On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.	√	

Terms and Conditions:

- Salary is £10,101 pa. £10.50ph. The post is initially for one year, funding will be sought to continue the post.
- Whilst normal hours of work will be 18 hours per week as agreed locally, the nature of the work calls for a degree of flexibility, thus hours of work which are as agreed by the Line Manager may vary from day to day. Evening and weekend work will be required.
- The post is based in Ruchill Kelvinside Parish Church.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- In view of the nature of the post, the successful candidate will be required to become a member of the Disclosure Scotland PVG Scheme.

- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom

Informal enquiries can be made to: Rev Mark Lowey 01419596718.
mlowey@churchofscotland.org.uk