St Mark’s Church

**Parish of Dundela**

*St Mark’s Parish Office, Heyn Hall,*

*2 Sydenham Avenue, Belfast, BT4 2DR*

**Parish Development Worker (Part time)**

Thank you for requesting an application pack for the above-named position. Please find enclosed:

* Application Form
* Job Description
* Personnel Specification

Please return the completed application form to:

The Staffing Committee of the Select Vestry

St Mark’s Parish Office

Heyn Hall

2 Sydenham Avenue

Belfast BT4 2DR

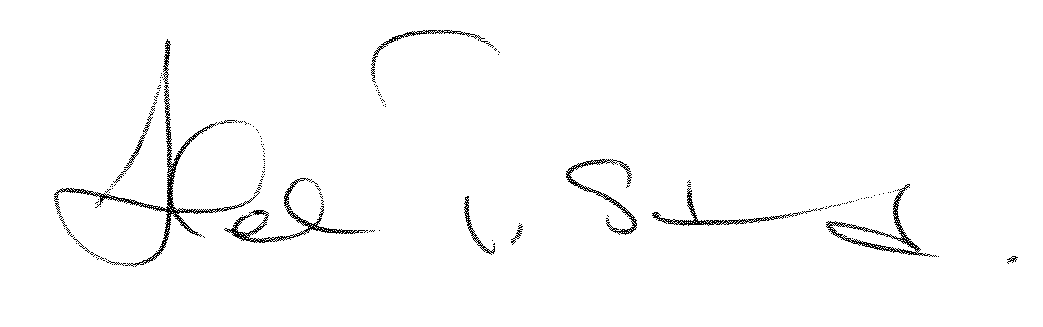
Alternatively, return by email to office.dundela@down.anglican.org

**The closing date for the return of applications for the above position is 12 noon on Thursday 20 March. Applications received after the closing time and date will not be considered. Please note: CVs will not be accepted.**

Please contact Canon Dr Helene T. Steed for any further information on this position at dundela@gmail.com or tel. 028 – 90659047 or 07342 – 720 350.

**Interviews will be held on the evening of Thursday 10 April.**

Yours sincerely



Canon H.T. Steed

Rector and Chair of the Select Vestry

**APPLICATION FORM – PARISH DEVELOPMENT WORKER**

Please complete this form accurately and in as much detail as possible, using typescript or BLACK INK. Applications for this position will only be accepted on this form and CVs will not be accepted. Please note that the **closing date** for the return of completed application forms **is** **12 noon on Thursday 20 March.**

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | | | Forenames | | |  | | | | | Title |  |
| Address |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | Postcode | | |  | |
| Email address | |  | | | | | | | | | | | | | |
| Telephone Numbers | | | Home | |  | | Work | | |  | | Mobile | |  | |
| Do you require a work permit to work in the UK? | | | | | | | | Yes / No | | | | | | | |
| If yes, please provide details | | | |  | | | | | | | | | | | |
| Do you require any adjustments to take part in our selection process effectively? | | | | | | | | | | | | | Yes / No | | |
| If yes, please provide details | | | |  | | | | | | | | | | | |

**ACADEMIC OR OTHER QUALIFICATIONS**

(Documentary evidence will be required from the successful candidate)

|  |  |
| --- | --- |
| School, college, university etc | Qualifications and date obtained |
|  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| Name of Association or body | Status and date of membership |
|  |  |

**PRESENT/MOST RECENT POSITION**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name |  | | |
| Address |  | | |
| Job Title |  | | |
| Date of appointment |  | Current or final salary |  |
| Notice required |  | Earliest available start date |  |
| Reason for leaving or seeking other employment |  | | |
| Brief outline of your duties/responsibilities (please write on a separate sheet if necessary) | | | |
|  | | | |

**OTHER PREVIOUS EMPLOYMENT** (List previous employment starting with the most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer’s name and address | Job title and main duties | Reason for leaving and final salary |
|  |  |  | . |  |
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**Please explain in as much detail as possible how you feel you meet each of the criteria outlined in the job description**. It is important that you demonstrate how you satisfy the requirements of the position as selection for interview will be based on those candidates who appear from the information provided to have the best knowledge, skills and experience associated with the duties of the post. Please use an additional sheet if required.

|  |  |
| --- | --- |
| **Criteria** | **How I meet the criteria includes: -** |
| **QUALIFICATIONS – Essential** | |
| 5 GCSEs at Grade C or above to include Maths and English, or equivalent qualification to demonstrate literacy or numeracy  Higher level qualification (or equivalent)  AND  At least 2 years’ experience of children’s or family ministry in a voluntary or paid capacity in a faith context |  |
| **EXPERIENCE – ESSENTIAL** | |
| Experience of working with volunteers |  |
| Experience of nurturing faith |  |
| Experience of organising events in a parochial setting |  |
| **EXPERIENCE – DESIRABLE** | |
| Experience of participating and leading worship |  |
| Experience of managing a budget |  |
| Experience of planning and delivering school assemblies or a programme of faith development |  |
| Experience of training volunteers |  |
| Experience of using church suite (computerised system) |  |

|  |  |
| --- | --- |
| **Criteria** | **How I meet the criteria includes: -** |
| **SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES - ESSENTIAL** | |
| Excellent organisational skills |  |
| Excellent interpersonal skills and proven ability to work with people of all ages |  |
| Excellent written and oral communication skills |  |
| Proficient in IT/multimedia and digital platforms |  |
| Ability to work to own initiative |  |

|  |  |
| --- | --- |
| **SKILLS COMPETENCIES AND PERSONAL ATTRIBUTES - DESIRABLE** | |
| Musical or sporting skills, e.g., ability to play a musical instrument or sports coaching. |  |
| Online/social media skills |  |
| Access to own form of transport. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport that will permit them to carry out the duties of the post. |  |

**FURTHER INFORMATION**

Please give details of any interests or activities outside work or any other information, which you consider relevant to your application (please write on a separate sheet if necessary).

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|  |

**REFERENCES**

Please give the names and addresses of two people who are able to provide references relating to your work experience and suitability for the position for which you are applying. At least one referee should be a previous employer and, if possible, your present or most recent employer. Referees will only be contacted after interviews have taken place.

Name Name

Address Address

Tel. No. Tel. No.

email email

Position Position

**HEALTH:**

Please note that if you are under consideration for appointment you will be required to complete a Health Declaration Form and may have to attend a medical examination.

**SAFEGUARDING TRUST:**

The appointment will be subject to a satisfactory AccessNI enhanced disclosure.

**DECLARATION:**

I hereby certify that all the information given by me relating to this recruitment exercise is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered.

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable for disqualification or, if appointed, to dismissal.

**Signature** **Date**

St. Mark’s Church, Dundela

|  |  |
| --- | --- |
| Job Title: | Parish Development Worker |
| Location: | St. Mark’s, Dundela, Belfast |
| Reports to: | Canon Helene Steed (Rector) |
| Tenure: | Fixed term contract for 3 years with the possibility of extension (subject to review) |
| Hours: | 25 hours per week on average to include Sundays (hours negotiable) |
| Salary: | Annual salary £18,918 – £20,270 pro-rata (based on £28,000 - £30,000 WTE for a 37 hour week) |
| Annual Leave entitlement: | Four weeks plus Statutory holidays (to be agreed with the Rector) |

Job Purpose Summary  
  
The post holder will work in the Parish and the wider community to support and develop outreach and growth activities, particularly with young people and families.

Key Tasks and Responsibilities  
  
The post holder will work with the Rector and Select Vestry to develop strategies for outreach and Parish development amongst all ages, with a particular focus on young people and families.

This will include:   
  
*Pastoral/Spiritual*

* Create a welcoming environment that will facilitate the exploration of a Christian faith.
* Build relationships with young people and families
* Participate in leading worship, to include the Children’s Thought for the day and involvement in the first Sunday services
* Attend Sunday worship and encourage young people and families to do the same
* Provide pastoral support for leaders of Parish organisations.

*Church Activities*

* Develop and coordinate sustainable outreach activities for young people and families
* Encourage and support Sunday School leaders, and Youth Fellowship particularly with sourcing new and appropriate materials
* Develop and lead new ministries for young people and families
* Engage with current Parish groups to encourage regular attendance at Sunday worship
* Develop, train and support the existing team of volunteers
* Explore and engage with new volunteers to support outreach activities for all ages
* Provide reports to the Rector and Select Vestry on the outcomes and effectiveness of the strategies for development and outreach

*Partnerships outside the church*

* Build relationships with local schools (Primary and Secondary), including delivering school assemblies
* Raise the profile of the church in the local community
* Build relationships with the Diocesan officers and organisations such as Scripture Union
* Seek out and avail of training and opportunities for support from third parties, where appropriate

*Other requirements of the post*

* Fully comply with the Church of Ireland Safeguarding Trust policy
* Enhanced Access NI disclosure
* Create and maintain accurate records appropriate to the role
* Work to agreed budgets
* Comply with health and safety policies and statutory regulations when carrying out the duties of this post
* Any other duties as needed that are related to the role

The job description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the post holder works. It may be modified to meet changing needs and other duties of a similar nature may be assigned from time to time by the Rector or Select Vestry.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | 5 GCSEs at Grade C or above to include Maths and English, or equivalent qualification to demonstrate literacy or numeracy  Higher level qualification (or equivalent)  AND  At least 2 years’ experience of children’s or family ministry in a voluntary or paid capacity in a faith context  Experience of working with volunteers  Experience of nurturing faith  Experience of organising events in a parochial setting. | Accredited qualification in a relevant discipline (e.g. theology, teaching, youth and children’s ministry, social work etc.)  5 years’ experience in a paid role with a minimum of 2 years in a voluntary capacity in a faith context.  Experience of participating and leading worship  Experience of managing a budget  Experience of planning and delivering school assemblies or a programme of faith development  Experience of training volunteers  Experience of using church suite (computerised system) |
| **Right to Work** | Must be eligible to work in the UK |  |
| **Skills** | Excellent organisational skills  Excellent interpersonal skills and proven ability to work with people of all ages  Excellent written and oral communication skills  Proficient in IT/multimedia and digital platforms  Ability to work to own initiative | Musical or sporting skills, e.g., ability to play a musical instrument or sports coaching.  Online/social media skills  Access to own form of transport. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport that will permit them to carry out the duties of the post. |
| **Personal / Character** | A committed Christian, subscribing to our statement of faith which can be found at [www.ireland.anglican.org/our-faith/being-a-christian](http://www.ireland.anglican.org/our-faith/being-a-christian)  Integrity and proven ability to maintain discretion and confidentiality  Flexibility and willingness to work outside office hours, especially evenings, Saturdays and Sundays |  |