



Bishop Auckland Parish

St Andrew's + St Anne's

Role Description for Community Mission Leader

Post title: Community Mission Leader

Employer: The Parish of Bishop Auckland PCC (Parochial Church Council)

Line manager: The Vicar (Rev Matt Keddilty)

Hours: ~15 hours per week

These are to be worked flexibly throughout the week, and may include weekends.

Salary: FTE (35hrs) £23,333pa. plus pension.

Work base: St Anne's Church Office, Bishop Auckland, DL14 7NP

Vision for the Role:

To share God's love with the people, Bishop Auckland, leading us all in how we reach out in mission, and to share in the discipleship of those who respond so that they may grow in their faith and share it.

Purpose of Role:

- To support the outreach and mission of the church to the community of Bishop Auckland.
- To lead and develop outreach initiatives.
- To expand upon our wider community engagement, across all generations.

Key duties:

- Lead and evolve our 'Warm Hub' (seeking to address energy and food poverty, and social isolation) and 'Coffee & Chat' activities.
- Support our existing outreach activities ('Blessed Beginnings') and events (inc. Food Festival, Christmas Town, civic events).
- Explore the opportunities for the re-opening of St Anne's Café.

Additional duties:

- Promote and maintain the safeguarding and health and safety of children and vulnerable adults within the churches and their activities.
- To develop individuals and teams to support the ministry of the church.
- Contribute to the leadership and worshipping life of the church community.
- To maintain appropriate links with external organisations and statutory bodies.

- To be supervised by, and accountable to, the Vicar of Bishop Auckland on a day-to-day basis.
- To report to the Parochial Church Council (PCC) as required.
- To work across the parish, including in St Andrew's and St Anne's churches, as required.

Person Specification for Community Mission Leader

The person specification sets out the attributes, qualifications, skills and experience necessary to undertake the advertised role. Applicants will be asked to address these during the application process.

| Personal Attributes | |
|---|---|
| A personal faith in Jesus Christ | E |
| A team player – someone who is able to enthuse and inspire volunteers in their ministries in Bishop Auckland Parish | E |
| An eagerness to learn, develop, to try new things and work with flexibility and enthusiasm | E |
| Ability to respect matters of confidentiality and sensitivity | E |
| Vision, initiative and self-motivation | E |
| An understanding of the distinctiveness of Church of England teachings, and a willingness to promote them | E |
| Qualifications | |
| A relevant qualification in community work | D |
| A food or food hygiene qualification (training will be provided if required) | D |
| Skills | |
| Excellent pastoral skills with adults and children | E |
| Ability to communicate and engage with groups of adults and children | E |
| Confident IT skills | E |
| Knowledge of social media channels | D |
| Good literacy and numeracy | E |
| Strong ability to come alongside and develop others | E |
| Strong organisational and time management skills | E |
| Knowledge of and commitment to good practice in Safeguarding | E |
| Experience | |
| Involvement in leading community based activities | E |
| Involvement in a missional context (eg. A Fresh Expression or church mission) | D |
| Involvement in addressing social issues, which may include: poverty, isolation, dementia etc. | E |
| Experience of working in a food-based environment, eg. a commercial kitchen, café or warm hub. | D |
| Other | |
| Ability to drive and access to own vehicle | D |

There is a genuine occupational requirement that the post holder is a Christian.
The post is subject to an Enhanced DBS disclosure.