

## St. Mark's Church, Dundela

Job Title: Parish Development Coordinator

Location: St. Mark's, Dundela, Belfast

Reports to: Canon Helene Steed (Rector)

Tenure: Fixed term contract for 3 years, subject to review

Hours: 25 hours per week (on average)

Location: St. Mark's, Dundela, Belfast

Salary: Annual salary £17,333 – £18,666 pro-rata (based on £26,000 - £28,000 WTE for a 37 hour week)

### 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
- 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**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<p>5 GCSEs at Grade C or above to include Maths and English, or equivalent qualification to demonstrate literacy or numeracy</p> <p>Higher level qualification (or equivalent)</p> <p>AND</p> <p>At least 2 years' experience of children's or family ministry in a voluntary or paid capacity in a faith context</p> <p>Experience of working with volunteers</p> <p>Experience of nurturing faith</p> <p>Experience of organising events in a parochial setting.</p>	<p>Accredited qualification in a relevant discipline (e.g. theology, teaching, youth and children's ministry, social work etc.)</p> <p>5 years' experience in a paid role with a minimum of 2 years in a voluntary capacity in a faith context.</p> <p>Experience of participating and leading worship</p> <p>Experience of managing a budget</p> <p>Experience of planning and delivering school assemblies or a programme of faith development</p> <p>Experience of training volunteers</p> <p>Experience of using church suite (computerised system)</p>
<b>Skills</b>	Excellent organisational skills	Musical or sporting skills, e.g., ability to play a musical instrument or sports coaching.

	<p>Excellent interpersonal skills and proven ability to work with people of all ages</p> <p>Excellent written and oral communication skills</p> <p>Proficient in IT/multimedia and digital platforms</p> <p>Ability to work to own initiative</p> <p>Access to own transport</p>	<p>Online/social media skills</p>
<p><b>Personal / Character</b></p>	<p>A committed Christian, subscribing to our statement of faith which can be found at <a href="http://www.ireland.anglican.org/our-faith/being-a-christian">www.ireland.anglican.org/our-faith/being-a-christian</a></p> <p>Integrity and proven ability to maintain discretion and confidentiality</p> <p>Flexibility and willingness to work outside office hours, especially evenings, Saturdays and Sundays</p>	