

Communications, Small Groups and Pastoral Care Administrator Maternity Cover

Introduction

Jubilee Community Church East Grinstead is a Newfrontiers church (part of the Newground Sphere) of 330 adult members with a community strength of about 450. JCC has grown significantly over the last decade. In July 2007 the church bought and then refurbished an industrial warehouse complex which now houses the church when it gathers and operates as Jubilee Community Centre. The centre serves 3000 local people a week with a wide range of learning, business and community activities. Jubilee is part of the Evangelical Alliance and Churches Together East Grinstead. Jubilee is a charismatic evangelical church with a desire to serve the Kingdom of God in their neighbourhood, their nation and the nations.

The successful applicant would need to become a member of Jubilee Community Church as well as a member of the staff team. It is essential, therefore that they share our vision and values which can be found on our website www.jcceg.co.uk. They would need to fully engage with our local church vision to see "More people, more like Jesus, in our neighbourhood, our nation and the nations". There is a genuine need for the jobholder to be a practising Christian in order to undertake the role.

Jubilee Community Church is seeking maternity cover for the following role for a minimum period of 10 months starting September 2021.

Application Process

Candidates are invited to apply by sending a CV and letter of application outlining why they would like to be considered for the role and what they would bring to the post.

- Closing date for application: 12pm Monday 19th July
- Shortlisting: Wednesday 21st July
- Interview day: Wednesday 28th July

The interview day will include an optional tour of the Jubilee Community Centre, a practical test and a formal interview lasting up to 60 minutes. Detailed timings for the day will depend on the number of candidates selected for interview and will be sent to all interview candidates after Wednesday 21st July. Candidates should make sure they are available for the whole day on the 28th July.

Candidates should send their application **FAO Hannah Baptist** by email to Hannah@jcceg.co.uk or by post to:

Jubilee Community Centre
Charlwoods Road
East Grinstead
RH19 2HL

Outline of Job Role

- Overseeing the area of communications within JCC, across both the Church and the Community Centre,
- Facilitating Small Groups at JCC,

- Improving the pastoral support of ministry team leaders and group leaders through our pastoral framework, facilitating supervision etc,
- Championing the integration of every individual at JCC. Working on strategies and solutions that empower people to become active and valued members of the church family,
- A commitment to breaking down barriers that stop people from attending church in its widest form and, therefore, enabling people to encounter Jesus,
- Implementing and improving Jubilee's crisis care response.

Line Management

The successful applicant would report to the Lead Elder (Dan Baptist) and be accountable to the elders and trustees of Jubilee Community Church.

Outline Job Specification

Key Tasks

1. Communications Facilitation (approx. 16 hours p/w)

- Work with current communications team to ensure smooth running of all communications at Jubilee,
- Develop and maintain Online Church, including facilitating and producing the service on a Sunday morning, ensuring both face-to-face and online audiences are catered for, and communicate with online church during the service,
- Release the eldership team to impart vision and the volunteer team to impart creativity,
- Project management of specific projects where necessary,
- Look ahead at the church diary to plan communications and artwork for upcoming events and series. Liaise with team leaders and designers and deliver artwork to deadlines,
- Oversight and updating of website contents,
- Maintain all agreed repetitive communication e.g. Online Church, eNews, Newssheet, Sunday notices, Social Media, Sunday plans, arranging weekly testimony and information slots etc,
- Develop processes to streamline our communications processes across the staff team and the church,
- Develop communication policies to ensure consistency and awareness of the branding guidelines across the church and centre communications,
- Work with the buildings manager to develop a marketing strategy for Jubilee Community Centre,
- Ensure consistency of JCC image using branding in accordance with our branding guidelines, consistency for visitors to the church and building users,
- Liaise with other staff members to plan communications for church events,
- Manage communications budget,
- Line manage Online Tech Support,
- Delegate and monitor regular comms tasks to impacters when available.

2. Responsibilities for Small Group Activities (approx. 10 hours p/w)

- To facilitate Small Groups by co-ordinating small group administration, small group sign up Sundays and co-ordinate small group leaders training,
- Provide key reporting into small group life, growth and effectiveness for eldership, trustees team and Cluster leaders,
- Seek to improve small group attendance and engagement across JCC,
- To manage and advise in pastoral situations and implement and improve the current process of care for the church and small groups in accordance with the pastoral framework document,
- Review and improve the current pastoral supervision process for Small Group Leaders and identify the training needs of Cluster leaders,
- Co-ordinate and support Cluster leaders.

3. Responsibilities for Inclusion Activities (approx. 10 hours p/w)

- To facilitate and continue to develop the Jubilee Hub, a weekly outreach social session for adults who are socially isolated,
- To provide, update and review individual inclusion plans when required, in liaison with individuals and families who are accessing JCC,
- To develop strategies that enable people to become fully integrated members of JCC, and to think proactively of how people with additional needs and those on the 'edges' can be encouraged and welcomed, including using various platforms such as online church,
- To identify and assess grant/funding opportunities, and submit papers to secure additional funds for JCC Outreach work,
- To collaborate with a variety of agencies (e.g. Liveability, MSVA, Family Mosaic, MyNetwork, Home4Good),
- Leadership or Deputyship of the adult safeguarding process, dependant on applicant.

4. Pastoral Care (approx. 2 hours p/w)

- To maintain and develop JCC's Crisis Care processes and ensuring Duty Managers are trained and equipped to handle diverse situations as first responders,
- Develop JCC's Pastoral Care document to help small group leaders and Cluster leaders access support and information quickly and easily,
- Work closely with elders, teams and other pastoral care providers to ensure the pastoral care framework is effective.

General Staff and Church Engagement

- Attendance at staff meetings and events
- Staff prayer
- Staff coffee
- Staff training as required
- Committed and engaged in Sunday services
- Engagement in small group life

Necessary skills:

- Well-developed oral and written communication skills,

- High levels of organisation and experience in administration,
- A self-starter, able to work independently and plan own workload,
- Attention to detail,
- Enthusiasm, sensitivity and patience to deal with a range of needs,
- High level of competence in basic IT programs,
- Ability to juggle tasks and prioritise,
- Planning and strategizing, decision making and problem-solving skills,
- Ability to learn how to use WordPress and other similar programs,
- Team building and interpersonal skills. You will be required to co-ordinate a team of volunteers and you will often liaise with external professional agencies, other Churches, volunteer teams and the staff team,
- The ability to explain, encourage, build confidence, and develop rapport.

Desirable qualities:

- The ability to teach others,
- Assessment and report writing skills,
- A flexible approach to working hours may be required,
- Some experience and/or ability with creating design artwork.

Job Share

Although this post is currently a full time post a job share option would be considered for the maternity cover period. Candidates interested in this option or open to it should indicate this on their letter of application

Duration

This post is maternity cover for a minimum 10 month period.

Expected hours – 38 hours per week

Working week to include three hours on a Sunday morning (including church attendance) and remaining hours to be split throughout the week, to be agreed in discussion with line manager.

Salary

Staff Scale A, between points 12 and 22 (£16,280 - £21,237)