

Inclusion and Pastoral Care Administrator

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.jcccg.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.

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: Wednesday 12th February 12pm
- Shortlisting: Monday 17th February
- Interview day: Friday 21st February

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 on Monday 17th February. Candidates should make sure they are available for the whole day on the 21st February.

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

Jubilee Community Centre
Charlwoods Road
East Grinstead
RH19 2HL

Outline of Job Role

- 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 a senior member of the staff team and be accountable to the elders and trustees of Jubilee Community Church.

Inclusion and Pastoral Care Administrator Outline Job Specification

Key Tasks

1. 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 facilitate the fortnightly Sustain Café and support parents/carers of children with additional needs,
- 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,
- 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),
- Oversee the adult safeguarding process.

2. Pastoral Care (approx. 2-4 hours)

- 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 worship
- Engagement in small group life

Duration – 1.5 years

This is a long term, temporary contract with a current end date of August 2021, in line with JCC's current finances. We are committed to serving our community and hope to review and extend this role beyond August 2021.

Expected hours – 12-14 hours per week, depending on applicant

Working week to include a Monday afternoon, Wednesday morning and at least two Tuesdays a month during Sustain Café. All other days would be agreed in discussion with current staff team. Occasional Sunday morning and Monday evenings may also be required.

Necessary skills:

- High levels of organisation and experience in administration,
- A self-starter, able to work independently and plan own workload,
- Enthusiasm, sensitivity and patience to deal with a range of needs,
- Good ICT skills,
- Ability to juggle tasks and prioritise,
- Planning and strategizing, decision making and problem solving skills,
- Team building and inter personal 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.

Job Share:

Applicants applying for this role in conjunction with other roles within Jubilee Community Church currently being advertised will be considered for a combined role if suited to more than one post.

Desirable qualities:

- The ability to teach others,
- A flexible approach to work as you might need to work evenings/weekends,
- Assessment and report writing skills.

Salary

- Staff Scale A, between points 12 and 22 currently £10,419.20 - £13,591.68 for 24 hours per week (Full time equivalent of £16,280 - £21,237)