

## Small Groups 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.jcceg.co.uk](http://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.

### 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 12<sup>th</sup> June at 12pm
- Shortlisting: Thursday 13<sup>th</sup> June
- Interview day: Thursday 20<sup>th</sup> June

The interview day will include an optional tour of the Jubilee Community Centre 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 Thursday 13<sup>th</sup> June. Candidates should make sure they are available for the whole day on the 20<sup>th</sup> June.

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

Jubilee Community Centre  
Charlwoods Road  
East Grinstead  
RH19 2HL

### Outline of Job Role

- 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. They would be accountable to the elders and trustees of Jubilee Community Church.

## **Small Groups and Pastoral Care Administrator Outline Job Specification**

### **Key Tasks**

#### **1. 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 and trustees team,
- 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.

#### **2. Responsibilities for Inclusion Activities (approx. 10 hours p/w)**

- To run 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.

#### **3. Crisis Care (approx. 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 members and visitors are supported/cared for.

**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 – 2 years**

This is a long term, temporary contract that has the predicted dates of July 2019- August 2021 in line with JCC's current finances. We are committed to serving our community and hope to review and extend this role in 2021.

**Expected hours – 24 hours per week**

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,
- Attention to detail,
- Ability to juggle tasks and prioritise,
- Planning and strategizing, decision making and problem solving skills,
- Well-developed oral and written communication skills,
- Team building and inter personal skills. You will need to lead a team 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,
- 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)