

# Northwood Methodist Church



Oakland Gate, Northwood, Middlesex, HA6 3AA

<http://www.northwoodmethodistchurch.org> Registered Charity No: 1213456

## JOB DESCRIPTION

**Mission Statement:** "Outward looking, warm-hearted, Jesus centred"

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| <b>Aim:</b>             | To reach-out to older people in Northwood, Northwood Hills, and the surrounding environs.   |
| <b>Job Title:</b>       | <b>Community Engagement Enabler</b> [focusing on ageing and well-being] although not exclusively  |
| <b>Location</b>         | Northwood Methodist Church, Oakland Gate, Northwood, HA6 3AA  |
| <b>Responsible to:</b>  | The Lay Employee will be employed by the Church Council of Northwood Methodist Church and will be under the supervision of the Minister in pastoral charge of the Church (Line Manager) and a Management (Support) Group. To work in collaboration with Northwood Methodist Church, MHA Communities West London and other ecumenical and community groups, with a focus on ageing and well-being. |
| <b>Responsible for:</b> | Community Out-reach and Engagement [focusing on ageing and well-being] in Northwood, Northwood Hills, and the surrounding areas. To co-ordinate out-reach activities that will enhance people's spiritual, social, emotional, and physical well-being.  |

### Main Responsibilities:

#### To organise safe intergenerational and community contact

- Weekly intergenerational contact (meet and mingle- in term time)
- Seated yoga/exercises
- Music/singing sessions

#### To organise opportunities for eating together - monthly weekend activities

- Escorted walk and lunch at Lido
- Lunches and Conversation
- Activities that promote a sense of well-being and attract people from different cultures [e.g. Film Show, Coffee Morning, Sing Along, Guest Speaker, etc.]:

**To organise activities that promote a sense of wellbeing and attract people from different cultures:**

- Local day trips to places of interest and/or cultural significance, as well as indoor conversation using keynote speakers on subjects of interest.
- Opportunities to explore the Christian faith and have dialogue on faith matters

**The effective mapping of community assets and signposting to local activities**

- (E.g.) Bereavement courses, library provision, social activities.
- To support community events which older people can access, e.g. links with schools and local concerts.
- To Network with local ecumenical colleagues and other community organisations and groups.
- Signposting to appropriate activities / events within the community.
- To promote the monthly Craft Market/Oasis Cafe` and to explore the possibility of an NPNP (New Places for New People) that may coincide with the Oasis Cafe` / Craft Market.

**Other:**

- To attend one evening Church Council meeting a year and at least two Zoom Leadership Team meetings (as required), and to submit quarterly reports to the Church Council relating to the role.
- To attend review meetings with the Line Manager and Management Group, and undertake any necessary training identified.
- An Openness to being creative in developing the role is paramount.
- Any other duties identified by the Line Manager and Management Group that are within your capabilities and level of responsibility relating to the Community Engagement Enabler [focusing on ageing and wellbeing] though not exclusively.

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**Terms and conditions**

- Terms of appointment: **3-year Fixed Term** open to extension, subject to funding and agreement by both parties.
- The salary will be **£15.60** per hour.
- Flexible working pattern: **15 hours per week**, on-site-based with a standard pattern of work to be agreed with the successful candidate.

- All agreed reasonable expenses will be reimbursed and a small allowance given for ongoing Training relating to the role.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme, subject to certain provisions. Pension contributions are 6% for both employer and employee.
- 28 days statutory annual leave entitlement per year, including Bank Holidays (pro-rata for part-time Workers).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) checks.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to a six months probationary period.

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## **Management**

The Community Engagement Enabler [focusing on aging and wellbeing], will have a Line Manager and management (support) group whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to ensure all aspects of the Job Description are met.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between the Lay Employee and the Church.
- Monitor and evaluate progress with the Lay Employee regularly.
- Meetings will take place monthly during the probationary period and quarterly thereafter (and an annual appraisal of the role)
- Act as a "sounding board" to the Lay Employee.

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