**First Larne Presbyterian Church**

**Here to Worship God, Build Up His Church and Share His Love**

**Ministry Support & Development Worker**

*Preamble*

First Larne is an historic Presbyterian congregation with the largest membership in the Carrickfergus Presbytery. The latest statistics show 413 contributors. As a church very much at the heart of its community there are reckoned to be over 900 families who would claim some connection. This translates into an excess of 2,000 people of all ages.

Having ministered and served through the unprecedented circumstances of the Covid-19 pandemic we are now embarking on a reorientation and rebuilding phase in which we have already identified some daunting challenges. We are, however, confident that in this season there will also be God-given opportunities. Whilst undoubtedly shaken by the current context we have resolved to consolidate on our existing foundation and make progress in accordance with God’s purpose for us as a worshipping and serving community.

We believe God has a purpose for us and that the best is yet to be!

We have taken this opportunity to plan creatively to enhance our staffing in accordance with our priorities.

As a result of an extensive and prayerful process, and as we have identified priorities necessary for present and future fruitfulness, First Larne is seeking to appoint a person with a proven record in the organisational and personal attributes necessary for inspirational community development. This will require technical, administrative skills but, perhaps more importantly, the stamina and personality to develop and maintain relationships with people of all ages. We would expect the successful candidate to be self-motivated and to bring analytical faculties to this post whereby they will be identifying gaps in our provision and continually refreshing our priorities.

We realise that in the current context we face big challenges – but it is at an exciting and crucial time in the life of our congregation!

The person appointed will be a key member of a ministry team seeking to implement an unashamedly ambitious mission plan. Whilst there will be a clear role and expectations, under the direction of our Minister the Kirk Session will encourage this team member to creatively nurture and develop their gifts.

The person appointed will be an innovator, an encourager, an inspirer, a challenger – a God-given resource to Kirk Session and the wider First Larne family.

For the right person this is undoubtedly a unique opportunity for ministry and service and an exciting, varied and challenging role.

**Job Description**

To assist the Minister in developing key aspects of the life and witness of First Larne Presbyterian Church.

In an administrative capacity this will initially involve detailed work optimising our existing capacity to handle data and communicate even more effectively.

We are seeking someone with a pastoral heart who is gifted at getting alongside members, encouraging them in the faith and in their engagement with the congregation.

The person appointed will also attract the respect of those in leadership by their engagement, commitment, demeanour and professional capacity.

Under the guidance of the Minister the Community & Communication Facilitator can expect to be involved, as appropriate, in the following aspects:

1. To coordinate regular administration (as detailed in appendix ??).

This will require some regular presence during advertised office hours.

1. To optimise and develop the existing IT capacity.
2. To optimise and develop our communication ability e.g. website, social media, presentation of service materials (e.g. PowerPoints, announcements).
3. Some strategic visitation with those in specific categories e.g. “housebound”.
4. Have input, as appropriate, to worship and teaching opportunities within the congregation and beyond. This may include occasional service input, support of our Small Groups and other organisations, as well as involvement in our school and community ministries.
5. To build relationships, friendships within the church and the wider Community acting as a bridge between church and community.

**Given the prevailing context the above is not an exhaustive list of duties and should not be considered as restrictive. We seek a candidate who can be responsive to what we envisage as a developing role and as the needs of the congregation change during this phase of reorientation, rebuilding and renewal.**

**Personnel Specification**

**FIRST LARNE PRESBYTERIAN CHURCH**

**Job Title:** **Ministry Support & Development Worker**

37½ hours per week

Initially for a three year period.

**Salary**: The starting salary is based on PCI Additional Pastoral Personnel recommended scales for Band B. (£24,307 - £28,527)

The congregation operates the appropriate NEST pension scheme.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS/****ATTAINMENTS** | Third Level Education or equivalent relevant experience. *This experience will have involved working in a capacity which would currently be expected to require third level educational qualifications*. Proven ability in current office practices, utilising the full range of IT and digital hardware and software | An accredited qualification in theology, education, youth and/or community work.Theological course of study. |
| **RELEVANT EXPERIENCE** | Experience of working within a congregational/organisational setting in a post of ministry/pastoral responsibility (paid).Experience and ability with current software e.g. Microsoft Word, Social Media, Email etc.Experience of working with others as part of a team. A good team player willing to take direction, use initiative AND able to lead by envisioning a team of volunteers, with the management skills necessary to effectively facilitate a team of leaders/volunteers. Teaching and training others and formulating principles for working partnerships from a strong basis of Biblical understanding.Ability to communicate effectively, both orally and in written communication, with excellent interpersonal and IT skills, including effective use of website, social media etc..Proven experience of administrative and management skills required to function effectively in an office setting.Ability to handle confidential information with sensitivity.Ability to liaise with other agencies for provision of resources and possible referral of members.Confident in an “up-front” role, not least in worship and conducting meetings, and in relating to associates in wider networks and agencies.Fully conversant with our child protection and safeguarding policy. | Experience of pastoral care in a congregational setting throughout the range of age-groups (paid or voluntary).A strong Biblical understanding, which may be evidenced by third-level theological study and with demonstrable ability to teach and communicate effectively in a variety of individual and group worship and teaching settings.  |
| **SPECIAL ATTRIBUTES** | A hard worker with a servant heart seeking to live a life of Christian integrity.A creative visionary with initiative and the ability to develop new ideas through to implementation. | Musical abilities.Creative/artistic abilitiesAbility to build pastoral relationships with people, especially those in need.Ability to pray thoughtfully and appropriately with people in need. |
| **SPECIAL CIRCUMSTANCES**  | A committed Christian in full sympathy with the aims, values and ethos of the Presbyterian Church in Ireland and the congregation of First LarneAbility to work irregular hours.Willingness to have full Access NI check.Valid, full driving licence and necessary access to suitable means of transport.  | Valid first-aid certificate. |

***PERSONAL & PROFESSIONAL DEVELOPMENT***

 The person appointed will be a high functioning professional who will be respected for their ministry.

After the specified probationary period, to ensure full recognition of their contribution and role, the following will apply:

1. Six-monthly appraisal of role

This minuted meeting, running to a set agenda, between the Ministry Support & Development Worker and the Minister will mark progress and formally identify any issues and concerns (from either person) which should be addressed.

1. Participation in personal and professional development opportunities as agreed during appraisal.
2. Linking up with and attending the appropriate PCI networking group.
3. Participating in other development opportunities as agreed with the Minister.

**TERMS & CONDITIONS**

1. ***HOURS***

This is a full-time job based on a six day working week of 37½ hours. Hours will necessarily be flexible, including evening and weekend work. One whole day off each week is given. Annual Leave is 20 days plus 11 public holidays per year, to be taken at times agreed with the Minister. The leave year is the calendar year (1st January – 31st December).

Staff at First Larne are encouraged to make full use of days off and annual leave.

1. ***SALARY and PENSION***

The starting salary is based on Additional Pastoral Personnel Recommended scales for Band B. (£24,307 - £28,527)

The congregation operates the appropriate NEST pension scheme.

1. ***EXPENSES***

Reasonable work-related expenses will be paid, as agreed with the Minister, in consultation with the Treasury Team.

***APPLICATION PROCESS (time scales are necessarily provisonal)***

*❖ Peninsula (25th April 2022), Presbytery (3rd May) and Linkage Commission (24th May 2022)*

*❖ Advertising – from late May*

*❖ Application Form (online and hard copy available)*

*❖ Return Date – 31st August 2022*

*❖ Shortlisting – 1st September 2022 (invitation to interview issued by 2nd September)*

*❖ Interviews – 21st September 2022 (Provisional)*

 *Second Interviews – if required.*

*❖ Proposed start date – by arrangement.*