

## **CENTRAL HARTLEPOOL GROUP MISSION PROJECT**

### **JOB DESCRIPTION**

**JOB TITLE:** Central Hartlepool Group Mission Enabler  
**SALARY:** Up to £28,000 p.a. depending on experience  
**ACCOUNTABLE TO:** Central Hartlepool Group Steering Committee  
**PLACE OF WORK:**

**HOURS** Full time 35hrs p/w  
**FIXED TERM CONTRACT – 2 YEARS this post is time limited for two years from commencement (with an option to extend if further funding becomes available).**

#### **OVERVIEW:**

The Central Hartlepool Group is a combination of 3 parishes in the heart of Hartlepool (consisting of 4 churches: St Luke's, Stranton All Saints, and St Aidan's & St Columba's) who have committed to work together in developing outreach opportunities that feed into new worshipping communities. There is a recognition that, at present, there is an under-representation of families and young people across the churches, as well as a limited ability to engage with the more vulnerable members of the communities.

The role is varied and exciting, as we are looking for a Lay or Ordained individual that is able to balance two key areas of responsibility:

- A strong Christian leader responsible for developing worshipping communities alongside the priests in charge of the group, establishing patterns of worship and discipleship, and developing a varied programme of activities.
- A community connector focused on the daily running of outreach activities and the engagement of a wide group of volunteers.

The role will be responsible for coordinating and developing the current outreach work through establishing an intentional and visible presence for the church in the community. They will consolidate these various community threads into the establishment of new worshipping communities that are actively engaged in worship, discipleship and evangelism across the central area.

They will develop initiatives to increase the presence of the church, outwork a coherent strategy of church mission and growth utilising initial enquirer groups and the development of new congregations. They will foster an entrepreneurial and creative approach towards evangelism, developing invitational evangelistic and missional initiatives around particular seasons, events and opportunities.

This role is full time with flexible working required around evenings and weekends.

---

## **KEY DUTIES & RESPONSIBILITIES:**

- You will be responsible for the development of new Christian communities that are focused on reaching those not yet in church.
- You will be responsible for the line management of a Children and Families Outreach Worker, and a sessional worker.
- You will be responsible for developing the vision of reaching young families and the marginalized members of the community, with clergy and steering group oversight, and in collaboration with the Diocesan team.
- You will oversee programme development, seeking to pioneer and establish further projects in the Central Hartlepool Group area, engaging with the wider Diocesan planting, healthy growth, and leadership development strategy.
- You will be involved in the recruitment of, and communication with, church volunteers, ensuring widespread engagement and ownership of the various initiatives, across the congregations. You will be responsible for identifying, equipping and releasing teams of volunteers.
- You will be a community link, representing the church to the community, and will build and strengthen links with external partners (e.g. community groups, school, toddlers' groups, community choir, craft groups, etc.)
- You will set targets and goals towards the long-term sustainability of a thriving worshipping community within the framework of the project's funding providers.
- You will be responsible for communications with the various churches and the wider community, including the use of social media and physical media.
- You will support and engage with the project governance, providing regular reporting on progress both through quantitative and qualitative measures
- You will have responsibility for finances and budgets, working with the Steering Group and Diocesan Finance team.
- You will also be responsible for ensuring appropriate HR, Safeguarding and Health & Safety policies and practices are in place in conjunction with the Parish Safeguarding Officer, PCC and supported by the Diocesan Growth Team and other diocesan staff as required.

## **CONTACTS AND RELATIONSHIPS:**

Key working relationships will be with:

- The members of St Aidan's/St Columba's/St Luke's/All Saints.
- The Central Hartlepool Steering Group.
- The incumbent, treasurer, Parish Safeguarding Officer and PCC of the parish church,
- The staff and volunteers
- Various community groups
- Durham Diocesan Church Planting Project Manager,
- Parish Safeguarding Officer & Diocesan Safeguarding Adviser
- Other Diocesan Support Teams.

### **Health and Safety, Confidentiality and Safeguarding**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the PCC on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

You must not pass on to unauthorised persons, any information obtained in the course of your

---

duties without the permission of your line manager.

We take the safety of everyone very seriously and expects that all will work within the diocesan safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk, or of actual abuse, to immediately raise this with their manager or Parish Safeguarding Officer and/or Diocesan Safeguarding Adviser (DSA).

**KEY DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

*While the main duties and responsibilities of this post are outlined in this job description the list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and the post holder will be expected to agree any reasonable changes that are commensurate with the banding and in line with the general nature of the post. The post holder will be fully consulted about any changes before these are implemented.*

---

## PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

**A**                    **Application Form**  
**I**                    **Interview**  
**A & I**                **Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A / I
	<b>QUALIFICATIONS</b>		
1.1	Educated to 'A' level or equivalent	Essential	A
1.2	Theological or ministerial training	Desirable	A
	<b>EXPERIENCE</b>		
2.1	Previous experience of church leadership.	Desirable	A
2.2	Experience of conflict management and collaborative working; forming effective working relationships with a diverse range of people	Essential	A & I
2.3	Experience of pastoring, discipling and managing others	Essential	A & I
2.4	Experience of project management, data collection and of writing and presenting reports for a range of audiences.	Desirable	A & I
2.5	Strategic management of projects.	Essential	A
2.6	Ability to work with a wide range of demographics, including diversity of age and race, socio-economic background, and educational experience.	Essential	A & I
	<b>SKILLS &amp; APTITUDES</b>		
3.1	Good communication skills, including ability to build rapport and develop strong working relationships	Essential	A & I
3.2	Identifying opportunities for developing and establishing new practices and ministries.	Desirable	A
3.3	Good organisational and time management skills	Essential	A
3.4	Able to demonstrate enthusiasm, resilience and tenacity.	Essential	A & I
	<b>PERSONAL ATTRIBUTES &amp; COMPETENCIES</b>		
4.1	A willingness for flexibility as some evening and weekend work will be required.	Essential	A
4.2	A willingness to undertake additional training as required.	Essential	A

4.3	A willingness to travel will be necessary and access to own transport may be helpful.	Essential	A
4.4	A deep commitment to a personal Christian faith and a motivation to see that grow in others.	Essential	A

**Note:**

In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian and we would expect our Coordinator to adhere to our values. The applicant would preferably be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland.

---