

Kings Cross Church (KXC)

Assistant Community Engagement Pastor



21 hours per week
Permanent contract

Assistant Community Engagement Pastor – Job Description

Role

To work alongside the KXC Community Engagement Pastor with our local community and global mission ministries, liaising with partner organisations, supporting the organisation of community projects, Sundays community engagement and offering pastoral support to some of those working in compassion ministries KXC is linked with.

Please note: due to the pastorally sensitive nature of this role and the ministries it is involved with, there is a Genuine Occupational Requirement for the candidate to be a female applicant.

Responsibilities

Supporting KXC community engagement ministries

- Providing administrative and pastoral support for KXC community engagement ministries where needed, alongside Community Engagement Pastor.
- Sharing vision, updates and opportunities from our community engagement partnerships and ministries to widen understanding and encourage engagement through prayer and/or volunteering.
- Organisational and pastoral oversight of the Kings Cross Women's Drop-In ministry, as well as administrative support for other ministries.

Liaising with partner organisations

- Building and maintaining relationships with some of the local and global compassion organisations that we partner with. For example, this may include our partnership with Choices and our global mission partnerships.
- Give regular updates to the staff team and church to connect our partners to the broader congregation.

Organising community projects and events

- Working with the Community Engagement Pastor to schedule, plan and coordinate projects, events and training.
- Building and supporting teams of volunteers to help facilitate these projects.
- Encouraging the promotion of these projects.
- Assisting with the administration of volunteers for community projects, including facilitating Disclosure and Barring Service (DBS) checks.
- Example projects and events: Soul in the City, 'School of Compassion', training events.

Other

- To attend both regular and occasional meetings, retreats, conferences etc. To undertake occasional and various responsibilities as the need arises (e.g. event organisation, ad hoc projects) as may be required from time-to-time.
- Some Sunday responsibilities at KXC, being a point of contact alongside the Community Engagement Pastor for volunteer teams and attendees of our mid-week ministries, as well as regular attendance of Sunday community projects or events.
- Some general administrative duties.

Key Skills

- Good interpersonal skills
- Ability to effectively build and manage teams of volunteers
- Good organisational skills and ability to prioritise competing demands
- Works well both independently and within a team
- An understanding of the needs and challenges of working with people that may be more vulnerable
- Computer literate with Microsoft Office packages (e.g. Word, Excel, Email)

Hours of Work

21 hours – including ½ day Sunday, and occasional evening and weekend work with lieu time provided.

Staff Responsibilities

Reports to Jon Carter, Community Engagement Pastor.

Salary

NJC Scale 5-6, with London Allowance. Equivalent to £23,658-27,877 pro rata, subject to prior experience and expertise. Probationary period of 6 months.

Holidays

20 days paid holiday pro rata (plus an additional 2 days at Easter and 3 days at Christmas), plus bank holidays. Note that this should include not more than 6 Sundays in any calendar year.

Occupational Requirement

This role has a Genuine Occupational Requirement to be female and a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate, if not already, attends KXC.

Safeguarding

As our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to a DBS check.

Start Date

October 2017 onwards.

To Apply for the Post

Please send an up-to-date CV and cover letter (giving details of two referees - one personal, one professional) via email to: rich@kxc.org.uk

Deadline for applications: Friday 22nd September

Interviews: End of September / start of October

For any further information about the role please do not hesitate to contact Jon Carter on 0203 432 5396 or at jon.carter@kxc.org.uk