



Job Description: Community Worker

- Reporting to: Pastor
- Responsible to: Charity Trustees (Pastor, Elders and Deacons)
- Hours of work: 23.4 hours per week working flexibly but usually 3 x 7.5 hour days a week & one half day Saturday monthly (3.75hrs per month)
- Salary: £18,000 per annum
- Pension: Employer 3% auto enrolment contribution of £29.40 per month (in addition to salary)
- Pension: Employee 5% auto enrolment contribution of £49.00 per month (taken out of salary)
- Holiday: 12.5 days plus 5 Bank Holidays (or days off in lieu of Bank Holidays if worked).
- Permanent position subject to successful 3 month probation period

About the church

Pembury Baptist Church is a lively and vibrant charismatic evangelical Baptist church of 80+ members located at the heart of Pembury, a large village situated in West Kent just outside Tunbridge Wells. The church is already very active in the local community through many ministries and seeks to prayerfully continue and further develop this, as led by the Holy Spirit. Through our community outreach we aim to obediently live out and express the love of Jesus for our neighbour. In demonstrating his love in a variety of ways we hope to build/build on bridges with our local community. Ultimately we long to see more people discover Jesus for themselves and become his disciples. Please visit our website or find us on Facebook/Instagram/YouTube to discover more about the church.

Main Focus

Heading up and organising the Church's Community Outreach

Some key elements

Oversight and Leadership of the following¹:

- Tuesday Club (term-time Senior's Day Centre)
- Little Rascals (toddler group on Wednesday mornings term-time)
- Bubbles (sensory group for under 3's on Thursday mornings all year round)
- Who Let the Dads Out (currently bi-monthly on Saturday mornings)
- Messy Church (currently bi-monthly on Saturdays)
- Seasonal community events for families such as Easter and Christmas Trails and Light parties.

Participating in/helping with the following:

¹ Full job descriptions for all these activities are available on request

- Kingdom Café (Thursdays/Fridays)
- Pembury Larder (as required)
- Offering a welcome to any visitors to church/manning the office
- Other wider Pembury community activities (run outside church)

Desirable but not essential:

- Being part of the worshipping church community on Sundays
- Attending church prayer meeting and/or small group
- Becoming a church member

We would want the successful candidate to 'make the job their own' hence there is of course scope to develop the above. Fresh ideas would also be welcome.

Personal Characteristics

- **Christian.** A born-again and Spirit-filled Christian of godly character
- **Prayerful:** Committed to prayer, both as an individual and corporately as well as to their own ongoing spiritual growth
- **Easy going and Personable:** Able to get on easily with others and work accountably as part of the staff team together with the pastor and administrator, as well as with volunteers
- **Accountable:** Supervised and accountable to the Pastor, or, in their absence, to a designated member of the church leadership team
- **Initiative:** Someone with initiative, creativity and energy who is also able to equip and empower their teams and offer guidance and support where necessary. *We will not expect nor want the candidate to be 'doing it all', rather a key skill will be enabling, encouraging and releasing others in their service to the Lord*
- **Skilled:** A hard-working, competent person
- **Experienced:** Has relevant experience working with people - whether paid or voluntary
- **Committed:** To their own ongoing spiritual growth and professional development
- **Able:** To effectively organise their own workload and to manage work and relationship boundaries

This post will be offered subject to satisfactory references and enhanced DBS disclosure which will be obtained as part of the appointment process. There is an Occupational Requirement that the post-holder is a Christian.