

Job Description
Partnerships Management and Development Worker

Job Title	PARTNERSHIPS MANAGEMENT AND DEVELOPMENT WORKER		
Reports to	<i>MINISTER OF THE CHURCH</i>	Location	<i>THORNABY METHODIST CHURCH, STANSTEAD WAY, THORNABY, TS17 9DZ</i>
Church	<i>THORNABY METHODIST CHURCH</i>	Salary	£11,441.20

Job Purpose and Objectives

To work with the minister, the Facilities Management and Development Team (FMDT) and the Managing Trustees to maintain and develop positive and effective relationships with existing partners and to establish new partnerships in order to bring together a vibrant community of practitioners who together are able to serve the people of Thornaby contributing to the well-being of the community as a whole.

Responsible to:	The Lay Employee will be employed by the Managing Trustees of Thornaby Church Council and will be line managed by the Minister in pastoral charge of Church.
Responsible for:	N/A

Main Responsibilities

- To maintain and nurture current partnerships so that those who currently use our premises for community service activities feel part of the 'family' in a culture of shared vision and values.
- To continually build relationships as part of the Thornaby Community Partnership as well as with a broad range of statutory and charitable community agencies.
- To work with the trustees and FMDT to explore possibilities of establishing a new registered charity within which the community service work will be governed and overseen
- To contribute to the registration process for any new charitable entity.
- To seek out new partnerships and working arrangements with community groups who are in alignment with our aims.
- To develop branding for the organisation and take a lead on marketing and publicity using traditional and digital methods including social media.
- To enter into new partnership agreements in consultation with the Facilities Management and Development Worker, the FMDT, the Minister of the Church and the Trustees

- To seek out funding opportunities and make applications in order to help continue current partnerships and establish new ones
- To relate to all people in a sensitive and helpful manner seeking to ensure that every interaction manifests our values
- To work from the base at Thornaby Methodist Church flexibly with others seeking to ensure a constant presence from 10am to 3pm Monday to Friday

Terms and Conditions

- Terms of appointment: Permanent
- The salary/rate of pay will be £11,441.20 per annum (£28,603 pro rata)
- Normal working pattern: 15 hours per week to be worked flexibly but normally 3 days at 5 hours per day
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- Note you will be expected to use a car for this job.
- 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.
- 28 days annual leave entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three month probationary period.
- Opportunities for study and for training.

Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the Lay Employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

Person Specification
Partnerships Management and Development Worker

	Essential	Desirable	Method of Assessment
Education & Training			
A Level or Equivalent	x		Q
Further Education qualification in a relevant subject		x	Q
Proven Ability			
Ability to work with a range of partners/stakeholders	x		A, I
Ability to develop relationships with new partners/stakeholders/service users	x		A, I
Ability to broadly understand the objects, constitution and governance procedures of a charity/third sector organisation	x		A, I
Ability to contribute to the process of registering a new charity		x	A, I
Ability to negotiate with partners/stakeholders to agree terms	x		A, I
Ability to deal confidently and courteously with partners/stakeholders and members of the public	x		A, I
Ability to promote and publicise an organisation and its activities using a range of media including websites and digital social media	x		A, I, W
Ability to identify, liaise with and make applications to relevant community funders	x		A, I
Special Knowledge & Skills			
Proficient in the use of computer applications particularly Microsoft Word, Excel and Desktop Publishing	x		A, I
Any Other Requirements			
To be passionate about our organisation's purpose which is: 'To grow community with faith, hope and love so that everyone can know a deep sense of personal worth, find friendship, benefit from mutual support, discover a sense of belonging and experience life in all its fullness.	xx		A, I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)