



# Position Description and Person Specification

## Congregation – Woodville Uniting Church

<b>TITLE OF POSITION:</b>	Community Connections Worker
<b>LOCATION:</b>	Woodville Uniting Church
<b>APPOINTED BY:</b>	Woodville Uniting Church, Church Council
<b>RESPONSIBLE TO:</b>	Chair of Church Council and Minister
<b>INDUSTRIAL INSTRUMENT:</b>	National Employment Standards (NES) of the Fair Work Act 2009
<b>TYPE OF APPOINTMENT:</b>	15 hours per week (0.4FTE) part time fixed term 24 month contract, subject to a 6 month probationary period.
<b>CLASSIFICATION:</b>	Pastoral Support Worker

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### 1. Summary of the broad purpose of the position in relation to the Church's goals

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Woodville Uniting Church is a welcoming community sharing life together at the crossroads of western Adelaide. We are a church in a medical precinct. We seek to share the good news of God's acceptance, compassion and love with the diverse medical, educational, business and neighbourhood communities we serve.

We are a generous, gifted and resilient congregation who are connected to the wider community. We are outwardly focused, diverse, developing together, multi-generational and multi-cultural. We seek to follow God and serve in God's work and are always looking for new steps forward.

The Community Connections Worker position has been created to enhance and further facilitate our ministries within the community.

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### 2. Reporting and working relationships

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The Community Connections Worker :

- is responsible to the Chair of Church Council and the Minister.
- will work closely with the Minister, Op shop managers and the op shop volunteers, playgroup leader, school PCW's and hospital chaplains.
- will be accountable in matters of faith and discipline to the Woodville Uniting Church Council in the exercise of this ministry.
- will be required to adhere to the UCA Code of Ethics in work practices

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### 3. Statement of key outcomes and associated activities

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The Community Connections Worker is responsible for facilitating all aspects of the church's community connections with the Minister, especially, but not limited to the Op Shop connections.

This includes:

### **Leadership**

- Working as part of a team with the Minister and Church Council; provide support for current activities; and develop new options for encouraging connections within our community, ie: new hospital and medical facilities, Op Shop ministry, Playgroup, Messy Church and families and local schools.
- Further develop links to other local medical facilities and those who walk past our door.
- Liaise with Uniting Church SA and other churches/organisations regarding being a church in a medical precinct and being a destination church. This might involve connections with city churches.

### **Governance and Administration**

- Regularly reporting to Church Council according to an agreed schedule and format
- General management duties as directed by Church Council and Minister.
- Ensure that this ministry is consistent with:
  1. The Duty of Care Policy of the Uniting Church in Australia, Synod of SA.
  2. The Privacy Policy of the Uniting Church in Australia, Synod of SA.
  3. The Code of Ethics of the Uniting Church in Australia.
  4. Work Health and Safety legislation and policies.
- Other duties within the scope and responsibilities of the role as developed in consultation with the Minister and Church Council.

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## **PERSON SPECIFICATION**

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### **Qualifications**

#### **Essential**

- Current Mandatory reporting qualification (or able and willing to obtain one)
- Hold or willingness to complete a First Aid Certificate

#### **Desirable**

- Qualifications in any of pastoral care, theology or administration.

### **Personal abilities, aptitudes and skills**

#### **Essential**

The Community Connections Worker will demonstrate:

- A strong and genuine desire to create a safe and respectful environment where all people are welcome to come and be, and also to explore spirituality if they are interested.
- A sound understanding of Christian faith and the issues associated with being in a medical precinct.
- Ability to identify, develop and facilitate new expressions of ministry.
- A capacity to fulfil a role requiring a high level of personal management and organisation.
- An understanding of financial management and delegation skills.
- Ability to be a “self-starter,” use initiative, and make decisions as appropriate.
- A proven capacity to work and communicate effectively as part of a team, and with people from all sections of the community.
- An acceptance of the vision, mission and values of Woodville Uniting Church.
- A commitment to the Uniting Church ethos.
- Ability to network within the wider community.
- Can demonstrate a background as an active member of a Uniting Church congregation or

- another mainstream Christian denomination or faith community
- A willingness to participate fully in the life of Woodville Uniting Church including attending and supporting at least one Sunday service a month.
- Availability to work flexible working hours.

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### **Knowledge and Skills**

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#### ***Essential***

- Effective interpersonal and communication skills.
- Presentation skills
- Computer skills
- Social media skills
- Clear understanding of Safe Church principles and practices
- Evaluation skills

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### **Experience**

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#### ***Essential***

- A proven ability in leadership within a church context.
- A background in working with volunteers, including experience in appropriately directing and motivating them.
- Demonstrated administration and organisational skills.
- Capability to manage activities and to promote and market them within the community.

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### **Conditions**

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- The successful applicant will be required to submit to the appropriate Department of Human Services screening and authority checks prior to commencement of employment. Current satisfactory clearances are required at all times during employment.
- Working weekends and some evenings may be required
- Regular time off in lieu of extra-ordinary hours worked is available

#### ***Work location***

The Community Connections Worker is expected to work from a shared office at Woodville Uniting Church