# **VACANCY FOR HORSHAM CHURCHES TOGETHER**

# **DEVELOPMENT CO-ORDINATOR**

# **Horsham Churches Together is seeking to appoint a Development Co-ordinator for a two-year term to support the collaborative work between its member churches as well as with other organisations including local Christian Charities, Horsham District Council and other agencies. Horsham Churches Together is part of One Good Friday 2022, and the Development Co-ordinator will be expected to produce the Horsham Passion Play.**

# **The role is part-time (18 hours per week). Applicants may be lay or ordained, and have a strong personal commitment to the movement of the churches towards Christian Unity.**

# **Applications should be submitted by 6pm on Monday 11th October 2021 by email to:**

# **admin@horshamct.org.uk**

# **Job Description: Horsham Churches Together Development Co-ordinator**

**Dated:** September 2021

**Employer:** Horsham Churches Together

**Hours:** Part-time - 18 hours per week to be worked flexibly, including some evenings and weekends

**Location:** Based in Horsham/surrounding villages, working from home

**Salary range:** £12,000 – £13,000 (pro rata £25,000 – £27,085 per annum)

**Holiday:** 12 days (pro rata 25 days), plus statutory public holidays

**Directly responsible to**: Horsham Churches Together Management Group appointed by the Horsham Churches Together Executive

# **Introduction**

Horsham Churches Together (HCT) comprises around 30 member churches which are seeking to work together to impact and bless the local community and in so doing bring glory to God.

The HCT Development Coordinator is key to enabling this goal by liaising between churches and facilitating them working together, seeking to promote unity and mission of the churches at every level. The role is funded by HCT Churches. The role holder is employed by Horsham Matters, with duties and responsibilities of the role as agreed by HCT.

Horsham Matters was established as an important action arm of the churches and liaison with that organisation is key to ensure that projects are executed effectively and in line with the Collaboration Agreement that was drawn up between the parties.

HCT enjoys a long and constructive relationship with Horsham District Council. The HCT Co-ordinator must work closely with the Council to leverage appropriate opportunities for community engagement and in particular engagement in relation to extensive building development in and around Horsham.

# **Aims of post**

1. To facilitate and support churches in Horsham and surrounding villages in their relationship with one another and their wider mission in the area
2. To work under the guidance of the Management Team and with the HCT Executive to bring opportunities to the HCT Forum for consideration, and to action requests from the HCT Executive and Forum
3. To encourage and facilitate Member Churches in co-ordinating their resources, and avoiding duplication of effort, to better reach our community to fulfil their mission to preach the gospel and their ministry to serve in Christ’s name
4. To represent HCT to other agencies and organisations such as local Christian Charities, Horsham District Council and other agencies, and work in close liaison to identify strategic opportunities for HCT and its member churches, and mobilise a response
5. To co-ordinate HCT Events
6. To assess how HCT and its member churches can engage with new housing developments
7. To ensure that contact is made with new churches
8. To uphold the ethos of HCT and to promote the Christian Faith. For this reason, the successful candidate will be a committed Christian
9. To encourage underpinning of the work of HCT in prayer
10. To keep in touch with, influence, and make available national Churches Together in England resources and initiatives as appropriate

# **Key Objectives.**

# Witnessing Together

To assist the Church in Horsham to witness to our Community using any means possible including:

* Open air services eg Good Friday
* Joint outreach ventures eg HCT Christmas event
* Engaging in town-wide events e.g. Horsham Food and Drink Festival
* Major festival information sharing eg publishing Easter and Christmas service information
* Major collation of information regarding our churches to inform new housing communities

# Working Together

Help the Churches to have greater effect by working together in the Community coordinating common activities including:

* Coordinating services offered, and updating and circulating information on all churches and their activities
* One stop shop for information on where to go to find help
* Partnerships between local churches and other agencies
* Working with the churches to engage with the council and other agencies in respect of the developments in and around Horsham with a view to taking advantage of opportunities such as new community centres
* Develop and manage communications strategy to cover website and social media eg HCT website, HCT Facebook, Horsham Virtual Prayer Room Facebook, WhatsApp groups
* Communication to the Churches and encouraging the vision

# Influencing Together

Acting as the focal point for liaison with other agencies, helping Horsham Churches Together to be an influence for good in the Community, including:

* Supporting engagement with local development of housing and community facilities
* Engaging with other organisations e.g. Horsham District Council, West Sussex County Council
* Representing HCT in strategic planning, eg North Horsham development parish liaison group
* Liaison with Horsham Matters and other HCT affiliated organisations
* Producing articles for West Sussex County Times and other publicity
* Promoting HCT with other local media

# 3. Person Specification: Horsham Churches Together Development Co-ordinator

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Skills** | Ability to motivate people and engender the trust and confidence of others |  | Application Form Interview |
|  | Ability to communicate clearly and effectively, and with ample time to facilitate planning and responses |  | Application Form Interview |
|  |  | Ability to develop projects | Application Form  Interview |
|  | Networking capability to encourage unity |  | Application Form  Interview |
|  | Passion and vision for working ecumenically in mission |  | Application Form  Interview |
|  | Collaboration with others and the ability to facilitate collaboration of / among stakeholders and partners |  | Application Form  Interview |
|  | Strong planning and organisational skills |  | Application Form  Interview |
|  | Ability to take initiative, prioritise tasks and meet deadlines |  | Application Form  Interview |
|  | Ability to speak in public |  | Interview |
|  |  | Ability to train others | Application Form  Interview |
|  | Research and collating information |  | Interview |
|  | Report writing and providing clear written information |  | Application Form  Interview |
|  | Flexible approach to working conditions |  | Interview |
|  | Basic IT skills eg Microsoft word, email | Ability to arrange for the development of the website and know how to update it.  Ability to update WordPress website; Facebook posts | Application Form  Interview |
|  | Holder of current driving licence |  | Application Form |
| **Knowledge** |  | Knowledge of different church structures and wide range of approaches to Christian faith and expressions of church | Application Form  Interview |
|  | Working knowledge of organisational policy and procedures, including GDPR and safeguarding |  | Application Form  Interview |
|  |  | Understand the work practice and structure of local authorities and other agencies | Interview |
| **Experience** | Proven ability to work alone and on own initiative |  | Application Form  Interview |
|  |  | Aware of community issues and working with community groups | Interview |
|  | Experience of multi-agency working |  | Application Form  Interview |
|  | Experience of service provision |  | Application Form  Interview |
| **Personal** | A strong personal faith and commitment to seeing HCT fulfil its mission |  | Application Form  Interview |
|  | Membership in good standing of one of the HCT churches |  | Application Form |
|  | Approachable, pleasant, with the ability to establish and maintain effective relationships with a wide range of people |  | Application Form  Interview |