

# Application Form: Community Worker



## Heaton Moor United Church

Application form for an appointment within Heaton Moor United church

**CONFIDENTIAL**

<b>POST:</b>	Community Worker
<b>METHODIST CHURCH:</b>	Heaton Moor United Church
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b>	Sharon Heginbotham Heaton Moor United Church Heaton Moor Road Stockport SK4 4ER  Preferred Choice : E-mail: <a href="mailto:Office@heatonmoorunitedchurch.org.uk">Office@heatonmoorunitedchurch.org.uk</a>  Telephone: 0161 431 0262
<b>CLOSING DATE:</b>	2nd January 2020

**Please complete this application in black ink or black type**

## 1. PERSONAL DETAILS

This will be held by the church, before circulating the application form for shortlisting. Items marked with \* must be completed.

<b>Post applied for:</b>	<b>Community Worker</b>	
<b>Reference No:</b>		
<b>Where did you hear about the post</b>		
<b>Title:</b>		
<b>Surname:</b> (Block letters)		
<b>First names:</b>		
<b>Address:</b> (Block letters)		
<b>Post Code:</b>		
<b>Telephone number:</b>	Home:	
	Daytime:	
	Mobile:	
<b>E-mail address:</b>		

**WORK PERMIT\*** : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick) Yes  No

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick) Yes  No

If **"No"** please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  Yes  No

If yes, please supply further details:

---

## INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

### Data protection statement

- *The information that you provide on this form will be used to process your application for employment. We process this information in line with our <https://www.tmcg.org.uk/about/data-protection/managing-trustees-privacy-notice>*
- *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
- *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our <https://www.tmcg.org.uk/about/data-protection/managing-trustees-privacy-notice>*

## APPLICATION FORM

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	
<b>CLOSING DATE</b>	

For Office Use Only	
<b>Date Received</b>	
<b>Application No</b>	
<b>Special needs at Interview</b>	
<b>Shortlisted</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Appointed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>



**3. Why are you applying for this job?**

**4. What particular proven abilities, qualities and other attributes would you bring to the post?**

**5. How do you think you would do the job?**

**6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.**



**7. Additional Information**

You are welcome to give additional information, which may be written, in the space below.

**8. REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of three referees who can

broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

**1.**

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation Name and Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	

**2.**

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation Name and Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	

**3.**

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation Name and Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

**9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEATON MOOR UNITED CHURCH

## Job Description

<b>Post:</b>	Community Worker
<b>Employer:</b>	Heaton Moor United Church
<b>Location:</b>	Heaton Moor Road/Stanley Road, Stockport SK4 4HL
<b>Responsible to:</b>	The Church Minister (currently The Rev Raj Patta)

### Responsible for:

- Supporting and developing activities already established within the church.
- Assisting in the rejuvenation and extension of the church family.
- There is no supervisory responsibility involved in this role.

**Mission Statement:** We are a Christian community who love and worship God. We seek to show God's love in our neighbourhood and the world.

### A. Heaton Moor United Church

Heaton Moor United Church (HMUC) is a combined Methodist/United Reformed church with around 190 members. Supporting the Church in fulfilling its mission statement gives the context for the role of Church Community Worker.

HMUC is based in a modern building in the heart of Heaton Moor and is within easy walking distance of shops, café bars and Heaton Chapel station. Regular bus and train services link Heaton Moor to adjacent areas and the Stockport and Manchester centres. The church office is at the front of the building and has a computer workstation, answerphone and a photocopier/printer.

There are a range of services conducted, with the main one being on a Sunday at 10.45.

The premises are extensively used by local organisations as well as for church activities and administrative meetings but, whilst the building is generally busy with activities, there may be occasions when the post holder would be alone in the building.

### B. Role of Church Community Worker

Key tasks include:

#### 1. Support

To liaise with and give practical support, to existing groups run at the church. This will include helping with and/or organising the setting and clearing away equipment used for meetings and church groups as may be reasonably required.

## **2. Develop**

To develop the mission work of the church by building relationships with and between existing church attenders.

Develop the relationship between the church and others who attend the church premises for non-religious purposes with a view to encouraging involvement within the church family.

Support the church in developing links with the local community and attracting community involvement in the church mission.

To share the church mission by outreach and to explore opportunity to grow the church family.

## **3. Other Duties**

To undertake any related duties within your capabilities and level of responsibility as are reasonably requested of you by the church minister.

## **4. Meetings**

To attend Leadership team and other meetings of the church to report on progress as may reasonably be required.

## **C. Terms and Conditions**

- 1. Contract:** Permanent
- 2. Remuneration:** £13 per hour
- 3. Normal Work:** 20 hours per week – Flexible working to include evenings and weekends.
- 4. Holidays:** pro-rata to 28 days
- 5. Pension:** auto-enrolment to TPT (The Pensions Trust) contributory scheme
- 6. Appointment Subject to:** satisfactory (i) references, (ii) enhanced DBS disclosure and (iii) completion of a three-month probation period
- 7. Notice:** the minimum period of notice is four weeks from either post-holder or employer

## Heaton Moor United Church

### PERSON SPECIFICATION

#### Post: Community Worker

Lay Employee in United Stockport Circuit based at Heaton Moor United Church

Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>	<p>Educated to Maths and English Grade C GCSE level or equivalent</p> <p>Educated to degree level or have equivalent qualification</p>	<p>Qualifications in community work, family engagement and fundraising.</p> <p>Recognised biblical, theological or practical mission qualification</p> <p>Safeguarding training (it will be mandatory for this role. This will be arranged as part of the role induction)</p> <p>GDPR training</p> <p>Health and Safety</p> <p>Food Hygiene</p>	Q
<b>Proven Ability</b>	<p>Have a vibrant and active Christian Faith.</p> <p>Able to present a strong Christian example.</p>	<p>Experience in outreach and mission.</p> <p>An understanding of the needs of a varied community.</p> <p>Experience of working with children and families.</p> <p>Experience of working with the elderly.</p> <p>Experience of community development work.</p>	A, I
<b>Special Knowledge &amp; Skills</b>		Able to lead Worship	A, I
		Ability to use software packages to a basic level including word processing, spreadsheets, email and use of social media	A, I
<b>Special Qualities or Aptitudes</b>	Ability to motivate self and others		A, I

	<p>Able to set and work to goals without direct supervision</p> <p>Ability to work flexibly and collaboratively as part of a team</p> <p>Ability to communicate with different stakeholder groups such as local schools, community groups &amp; committees, public meetings and individuals both in writing and orally</p> <p>Ability to facilitate events within the community</p> <p>Strong organisational skills and ability to work to deadlines</p> <p>Pastorally sympathetic to the needs of others</p>		
<b>Any Other Requirements</b>	<p>Able to relate effectively to a wide spectrum of groups and individuals.</p> <p>Understanding and supporting church life and the groups that use the premises.</p> <p>Standard or enhanced DBS check appropriate for the post.</p>		<p>I</p> <p>DBS Application</p>

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

**Last Date Modified:** 07/10/2019