

Appointment of
OUTREACH LEAD

Dunfermline East Church, Presbytery of Fife

Closing date – 12 noon Monday, 23 September 2024

Job Reference Number: M17/24

Responsible to: Parish Minister



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



About the Parish

Dunfermline East is located in a large, growing housing development of around 14000 people on the Eastern side of Dunfermline. The parish is predominantly made up of young adults and families: in 2018 over 1000 of those in the parish were aged 0-4 years. Due to it being a new housing area many people feel the need for community, having arrived from elsewhere. There are three primary schools and an Additional Support Needs school in the parish, with the new Dunfermline Learning Campus, combining Fife College and two local High schools, due to open in 2024/25.

Built in 2012, our purpose-built church building with its halls, café area and soft play, sits in the centre of the parish and has become a hub for many community groups (e.g. toddler music group, brownies, community choir). As part of the Presbytery of Fife's mission plan, the parish is part of the East Dunfermline cluster with the congregations of St Margaret's, St Leonard's and St Ninians. Still in the early stages, the cluster is considering how we can grow in faith together and reach out to those in our parishes that they would come to know Jesus for themselves.

Context of the role

Who we are:

Having begun life as a church plant in a converted garage 20 years ago, Dunfermline East Church is now a thriving congregation with around 200 people attending weekly worship in our purpose-built building. Our style of worship is relaxed and informal with a mix of hymns and modern songs being led by a talented and varied group of musicians. Our lively Sunday morning groups are regularly attended by around 75 children and young people, and are led by a team of committed and able volunteers.

In terms of outreach, throughout the week we have a busy toddler's group which runs twice a week attracting over 50 families; a fortnightly group for children with additional support needs (ASN) and their families; and a similar fortnightly group for teenagers with ASN and their families. We usually have an annual week-long holiday club in the summer with around 90 primary school children having fun and hearing the Good News of Jesus, and an annual Easter fun day attracting around 400 people.

Through these activities, we have made good connections and enjoy a good reputation within the local community.

As a church community we want to continue to follow God's leading to make disciples so we are looking to build on and develop these connections in order that those in the local area have the opportunity to find faith in Jesus Christ.



In order to do this, we are now seeking someone with passion and experience in outreach to lead us in extending and developing our existing work, and creating fresh opportunities for making disciples.

The applicant would be expected to worship at Dunfermline East and be actively involved in the life of the congregation.

What we can offer

Dunfermline East is a flourishing, welcoming and supportive faith community and we hope you (and your family) will quickly feel part of our church family as we journey in faith together. We have a home groups programme and encourage you to play a meaningful part in that so that you can benefit from the spaces they provide for rich relationships to form, pastoral care, encouragement, and deepening faith. Prayer is central to the life of our congregation; we have a prayer WhatsApp group, a monthly prayer breakfast and regular 24/7 prayer spaces. By joining us, we commit to upholding you and the ministry you lead in prayer.

As a growing congregation it is important to us that we encourage everyone to utilise the gifts, talents and skills that God has blessed them with, so you won't be undertaking all the work on your own. Our outreach group will work with you to evaluate current outreach events and projects, to discern new ways of reaching those in our community, and to establish the training needs of the congregation. We also have many dedicated and experienced volunteers ready to serve alongside you in the development of outreach in our community. As you help us to grow our skills and gifts for outreach, we commit to enabling your continuing professional development.

We want to enable as wide a range of candidates to apply as possible and are open to applications being submitted on a full or part-time basis, as well as discussion around flexible working.

Visit our YouTube channel to view our recruitment video: <https://youtu.be/2cLVTSuAgVI>



Role description

Title of Post:

Outreach lead

Responsible to:

This is a Ministries Council Appointment (employing body of Faith Action) but you will be responsible to the Parish Minister of Dunfermline East Church in the first instance

Purpose of Post:

To work with the minister and congregation in creating opportunities for people throughout our parish to engage with church, be introduced to Jesus and become disciples. To lead and build teams for outreach activities, recruiting, training and equipping volunteers.

Main Duties

As outlined above, the main purpose of this role will be to lead and develop our outreach ministry, building and developing relationships with those in our local community, creating opportunities for them to discover more about the Christian faith and encouraging them to become disciples in a worshipping community. This will be achieved through a range of duties, including:

- Seeking to develop existing contacts and relationships with those in the local community, including regular users of the café and other groups, possibly through new midweek events/groups.
- Taking an active leadership role in Pop-Up-Play (Parent and Toddler group) and seeking to develop this ministry further e.g. Parenting courses, informal get-togethers, discipleship groups.
- Taking an active leadership role in our ministry with children and young people with ASN and their families, particularly seeking to foster the relationships with the parents and carers, and to develop the ministry further.
- Taking an active leadership role in our existing community outreach events such as the Summer Holiday Club and Easter Fun Day, evaluating and developing them as appropriate.
- Leading the establishment of a positive and supportive Christian presence in the Dunfermline Learning Campus in response to the needs of the staff and students.
- Listening to the needs of those in the community, building relationships and subsequently providing both formal and informal opportunities for people to discover more about the Christian faith and become part of a worshipping community.
- Building and developing collaborative working relationships with schools and other local organisations involved in the parish.
- Supporting the development and training of those involved in outreach, helping to recruit, train, and equip people. This will include encouraging those in the congregation to be missional in their everyday lives and providing opportunities for potential volunteers to discover and develop their gifts and talents.

Additional duties:

- To collaborate with the other churches within the East Dunfermline cluster on outreach activities/ programmes.
- To engage with the Kirk Session and congregation, sharing ideas and vision, and communicating stories of how God is at work.
- To play an active and full part in the annual Team Report submission to presbytery.
- To contribute fully to the Faith Action appraisal process.
- Undertake such other duties as may be required from time to time by the Parish Minister.

Key relationships and interfaces

The post holder will work closely with the Parish Minister, the Café Manager, the Church Administrator, the Kirk Session and the congregation, particularly those who volunteer in our existing outreach ministries. The line manager for this role will be the Parish Minister.

Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection, which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

The successful candidate will have:

- Significant experience in outreach ministry.
- An understanding of the issues that affect people of different generations in the community and the ability to engage with those who have little or no church connection
- Demonstrable ability to encourage good practice in recruiting, working with and motivating volunteers.
- A commitment to partnership working, maintaining and developing links with other churches and organisations locally.
- Openness to and able to evidence different ways of working and trying new initiatives.
- An ability to work unsupervised with readiness to use own initiative.
- Proven ability to work collaboratively with colleagues and contribute to effective team working.
- An awareness of professional boundaries.
- Ongoing commitment to continuing professional development including willingness to work towards qualifications and accredited training.

It would also be desirable if you have:

- Qualification to degree level, or similar, or accredited training in community development, missiology, pioneering, children and youth ministry.
- Experience of working in a school/college environment, contributing to a chaplaincy team with experience in planning and delivering suitable material.
- Experience of working with those with additional support needs, and their families.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- Salary is based on the MDS scale of £28,815 - £32,575 per annum.
- Normal hours of work will be 37.5 hours per week. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day.
- We want to enable as wide a range of candidates to apply as possible and so we are open to applications being submitted on a full or part-time basis as well as a discussion around flexible working.
- This post is fixed term for three years from the date of appointment with the possibility of extension if funding is available.
- The post is based at Dunfermline East Church.
- There are five weeks paid leave (187.5 hours pro rata) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 statutory holidays. Entitlement increases after five years' service to six weeks (225 hours pro rata) annual paid leave
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage and allowance will be paid by the Employer in the first instance and reclaimed from the Presbytery on a quarterly basis.
- Membership of Disclosure Scotland PVG Scheme will be required.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

Informal enquiries can be made to Andrew Morrice - amorrice@churchofscotland.org.uk

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**