

St Saviour's Church, Brockley Rise: an inclusive church

July 2020

Thank you for your interest in the Coordinator's and Personal Assistant's (PA) role we have advertised.

We hope you will find this information pack informative and helpful. In the interests of helping prospective applicants we have attempted to provide as much relevant information as possible and invite you to read and consider it thoroughly.

The pack provides:

- An introduction to the Linking Lives Crofton Park (LLCP) befriending project and the coordinator's role.
- An introduction to St. Saviour's Church, our Priest-in-Charge, Father David, and the PA's role.
- An explanation of our recruitment process.
- Details of the skills that we consider essential to fulfil the requirements of this important dual role.

If you think that your skills and employment aspirations may match our requirements, please do submit an application. Please be assured that every application will be considered on its merits.

We appreciate your interest and wish you well in your search for suitable employment.

Best wishes on behalf of St. Saviour's,

Father David.

AN INTRODUCTION TO LINKING LIVES CROFTON PARK

Linking Lives Crofton Park (LLCP) was initiated on the occasion of the 150th Anniversary of St. Saviour's Church in 2016.

LLCP is a befriending scheme for isolated adults; a franchise of Linking Lives UK, a national charity with over 30 projects throughout the country. Its aim is to confront isolation and loneliness in the local community through recruiting local volunteers to befriend and visit lonely local people. Volunteers visit their isolated friends in their homes for a minimum of an hour a fortnight; to share interests; conversation; and sometimes to accompany them to local activities.

LLCP currently has over 50 active volunteers, visiting some 35 people in the local community. Client numbers tend to fluctuate and there have been over 50 clients at times. In its four years of operation it has proved to be not only a scheme to combat loneliness but the means of uniting people of many faiths and none, and of many nationalities, ages and social groupings.

Most of the volunteer befrienders are in the age group of twenty to fifty-five; mostly young professionals in full-time employment wanting to give something to, and learn about, the local community into which some may have just moved. Some of the volunteers get involved because they miss older relations left behind in a different part of the country or abroad.

The youngest of the friends we visit is fifty-five and the oldest ninety-eight. Of the younger ones we visit, they are isolated mostly through debilitating illnesses and do not go out of their homes.

LLCP offers bespoke one-to-one visiting from referrals received from organisations including Community Connections, Age UK, Silverline, Red Cross, Dementia Care, Stroke Association, Voluntary Services Lewisham, Maudsley Hospital. If we find our friends need extra help with housework, gardening, or advice about money and filling out application forms etc. we also signpost them on to other organisations such as Good Gym, Friends of the Elderly, Age UK and VSL.

Sponsors who have made our work possible include St Saviour's Church; St Hilda's Church, Crofton Park; Merchant Taylors' Livery Company, London; Allchurches Trust; Neighbourhood Community Development Partnership (NCDP) Lewisham; The Ravensbourne Rotary Club; and personal donations.

It is these grants and donations that enable the employment of a part-time Coordinator to oversee the operation and development of the project. The Coordinator's role is multifaceted and includes identifying clients and volunteers, training and supporting volunteers, project administration, and from time-to-time speaking to interested groups about the impact of Linking Lives and how it operates. Please see the attached Skills Matrix for a more detailed description of the requirements of the role.

Please note that as the coordinator's role involves working with individuals who may potentially become 'Vulnerable Adults', the post is subject to an enhanced level Disclosure and Barring Service check (DBS).

AN INTRODUCTION TO ST. SAVIOUR'S CHURCH, BROCKLEY RISE

St. Saviour's Church has served the local community since it was built in 1860 for the rapidly expanding population. It was seriously bomb-damaged during the Second World War and parts of the building were rebuilt or remodelled in the following decades. Today, it continues its mission to serve everyone living within its Parish Boundary, seeking to demonstrate in practical ways the Christian values of love and hope which it proclaims.

Part of the Church of England, it is an 'Inclusive Church' providing an active welcome and encouraging all to play their full part in the life of the church. Welcoming those who are long time church members, an occasional visitor, or someone who has never been to church before; those that are confident in their faith in God, questioning or sceptical; whatever age, education, ethnicity, background, gender identity, sexual identity, relationship status, physical or other needs.

The congregation of St. Saviour's represents many nationalities, cultures and ages. Short services of Morning and Evening Prayer are said each day, Tuesday to Saturday. The main weekly gathering is the 10am Eucharist on a Sunday, with a simpler said Eucharist being celebrated each Thursday morning. A private nursery and several other community groups use the church hall during the week. There is a scout troop affiliated to the church, and a Brownie Pack.

Father David is our Priest-in-Charge (Vicar) and has been at St Saviour's since April 2019. He was ordained in 2015 and prior to training for ordination he was a secondary school maths teacher. Fr David is passionate about equality and social justice and clear that his role is to be a priest for the whole parish, not just the St. Saviour's congregation, and to lead the congregation in serving the wider community. The Linking Lives project is a key part of that service to the community. A further initiative Fr David has introduced is the Pub Club, where on one Sunday each month people can join him for a drink and a chat at one of the four pubs in the parish.

Fr David loves music, he plays the piano and sings with the London based Diversity Choir. He can be spotted driving through the parish in his 1966 green Morris Minor 'Maurice'. He is a committed tea drinker - and has a liking for the occasional gin.

COVID-19 has, of course, impacted St. Saviour's with the building having to be closed and most activities suspended. Each Sunday Fr David has continued to conduct a service, broadcasting this live through the church's Facebook page. The church is now open for private prayer twice each week and Fr David and the Churchwardens are busy planning for the reintroduction of public worship.

The life of the parish, and thus that of the Priest-in-Charge, is busy and varied. In addition to the worship and development of the congregation, Fr David is responsible for responding to the, often unpredictable, pastoral needs of his parishioners, and, along with the Churchwardens and Church Council, ensuring overseeing the administration and governance of the church. There are many calls made on his time and establishing a routine and maintaining it is never easy. An effective Personal Assistant is needed who can take on some of the routine tasks and planning to allow him to focus on pastoral care and church development. There will be the usual secretarial requirements, producing letters, emails, notice sheets, liturgy booklets etc, therefore good IT skills are a must. The PA will manage a series of electronic diaries and raise alerts, notifications and of course chase people with reminders. They will have responsibility for managing a number of essential records and providing reports to both organisations and individuals. They will also play a significant role in dealing with much of the Church Hall's admin. Completing forms such as those for funding applications will be another task on the PA's list. Having the ability to seek out information from diverse sources is another essential requirement.

The PA will work in partnership with Fr David and the team of volunteers that govern and run St Saviour's, to develop the efficiency and professionalism of the church's administration and communication. They need someone who can work autonomously but asks for clarity and support when they need it. In return, this team is committed to fully supporting and encouraging the person appointed.

JOB SPECIFICATION

The combined post offers 16 hours per week with a wage of £13 per hour, £10,816 per year, paid monthly in arrears. This includes six weeks of paid annual leave inclusive of Bank Holidays. The working hours are to be shared roughly equally between the two functions. The hours may not be shared equally every week but perhaps over a four to six week period. Ideally the successful candidate will base themselves in the church office 10am to 1pm on a Tuesday, Wednesday and Friday. The other 7 hours will be flexible, primarily worked to suit the requirements of the coordinator's role. Please bear in mind that it may be necessary to provide training for volunteers or to take and introduce them to a new friend during an evening or at a weekend. On the odd occasion it might be important to go and speak to a group who are interested in supporting the project during an evening. Some work of course can be completed at home. The essential thing is the ability to be flexible and to plan and organise the coordinator's role in an appropriate level of detail, responding to the reality that not everything goes to plan.

From time-to-time, the appointee may be offered the opportunity to work additional hours, paid at the same rate, to undertake a specific development project related to LLCP. Such projects will be by prior agreement at the post holder's discretion.

In making this important appointment St. Saviour's and Fr David recognise that applicants have diverse aspirations, abilities and commitments outside of work. Considerable effort has been expended to define the skills required and to think about the systems and support this key role requires. Please look at the attached Skills Matrix and consider carefully whether the role might be for you. We don't necessarily expect candidates to have had experience of all aspects of the role, but they will have the core skills required and the willingness to learn and develop.

Applications are welcomed from people of all faiths and none, but the successful candidate will need to be able to respect and support the aims and identity of both St Saviour's, as a Christian Church, and the Linking Lives project. All applications will be considered fairly, and if you are successful, we promise to do all we can to support you in making the role fulfilling and rewarding.

THE RECRUITMENT PROCESS

We thought that applicants might appreciate knowing the detail of the recruitment process:

1. YOU CAN FIND OUT MORE

If you would like the opportunity to have an informal telephone conversation with Father David, prior to submitting your application, please send an email with your telephone number and a range of suitable times to savioursst@gmail.com. Fr David will call you at the time requested or contact you to arrange an alternative if this is not possible.

2. HOW TO SUBMIT AN APPLICATION

If this role is of interest to you please email the following to savioursst@gmail.com.

1. Letter detailing why this role interests you and an explanation of your suitability.
2. A detailed CV.
3. The contact details, ideally including email addresses, of two referees. They should be individuals for whom you have worked or someone who has known you for at least three years but not a relative. Please indicate how you know them. Ideally, one should be your current or most recent employer. Please note: References will only be taken up for the person being offered employment.

Please note that to be considered your application must arrive in our in-box by 17:00 on Friday 24th July 2020.

4. SHORTLISTING

All applicants will be informed of the outcome of their application by Tuesday 27th July 2020.

We are planning to hold our selection process on Friday 31st July 2020.

5. THE SELECTION PROCESS

If you are one of the applicants selected for the final part of the recruitment process, you will be requested, by email, to complete a detailed confidentiality form and return it within 24 hours.

You will need to be prepared to commit up to two hours on 31st July to attend the interview etc. which will be held at St Saviour's Church Hall, 69 Brockley Rise.

There will be two interviewers.

Please come prepared to:

1. Make a 5 minute presentation entitled 'An introduction to a lonely or isolated person I know'.
2. Be interviewed for 30-45 minutes.
3. Ask relevant questions of the interviewers.
4. Undertake an IT based skills test that will incorporate an opportunity to demonstrate your written and numerical skills.

6. THE APPOINTMENT

We are intending to make our employment decision on the interview day, however, we recognise that it may be necessary to ask applicants to meet with us again to assist us in making the final decision. The appointment will be subject to satisfactory references being obtained, an enhanced level DBS check, and a probationary period. Regular reviews will be part of our employee's development.

ESSENTIAL SKILLS LIST

To effectively coordinate LLCP the appointee will require the ability to:

1. Understand and comply with its aims, objectives, policies and work instructions.
2. Assess, train, review and support volunteers in their role as befrienders, maintaining an effective team.
3. Visit, assess and select clients and introduce them to volunteers.
4. Monitor complex situations, solicit feedback and take prompt and decisive action when necessary.
5. Build and foster positive relationships with those organisations who refer or support clients and those that support LLCP.
6. Collect detailed personal information and use it to prepare and maintain records ensuring the requirements of data security and confidentiality are met.
7. Work under the direction of a Steering Group and maintain a two way flow of information.
8. Communicate the status and success stories of the charity through reports, social media and the occasional presentation.

To effectively fulfil the PA role the appointee will require the ability to:

1. Understand the aims and objectives of St. Saviour's Church, the role of the Priest-in-Charge, the required administration tasks and the church's operational systems and processes.
2. Complete routine tasks autonomously, complying with work instructions and meeting deadlines.
3. Set-up and produce documents and maintain records using the appropriate software: including: weekly notice sheets, booklets, letters, contact lists and diaries etc.
4. Manage communication and administration processes related to suppliers, contractors, regular church hall users and church and other relevant organisations.
5. Proofread documents and correct spelling, grammar and punctuation errors.
6. Plan and undertake specific enquiries and research, and complete forms where necessary.

Please note that both roles will require a high level of:

- **IT skills**

Software packages to be used include; Word, Publisher, Excel and OneDrive. Other software may be introduced. Complying with GDPR and IT security, archiving and backup processes is also essential. A knowledge and experience of social media is an area of growing importance that will increasingly impact on this role.

- **Planning and organising**

Being able to ask the right questions to clarify requirements, plan in appropriate detail, understand the critical success factors and what can go wrong, utilise available resources, stay-on-task and meet deadlines will all be key in making this role a success. Accurate record keeping, good time management, and the ability to motivate and inspire others will also be necessary.

- **Communication**

The role requires excellent verbal and written communication. The ability to effectively convey or gather information via the telephone, by electronic means, or by written communication is critical. Maintaining a calm but assertive stance in situations of potential conflict is a key part of the professionalism required, as is being able to find the right words to effectively inform, challenge, empathise, or compliment.