

## **Job Description**

**Name of church/organisation:** Harrogate Baptist Church

**Job Title:** Renew HG1 Co-ordinator

**Responsible to:** Minister of Harrogate Baptist Church

**Job purpose:** the main responsibilities of the role are:

- To coordinate our newly formed Renew Wellbeing space, Renew HG1
- To network with and forge working partnerships with other relevant organisations

Both Renew Wellbeing and Harrogate Baptist Church are Christian organisations. It is essential that the successful candidate understands and respects the underlying ethos of these organisations.

### **Project context**

Renew HG1 is a new venture - a café style space, on the edge of Harrogate town centre, hosted by Harrogate Baptist Church. It is a community space with a variety of activities or the opportunity to sit quietly or chat to others. For more information about the project, see [www.harrogatebaptistchurch.org.uk/Groups/366662/Renew\\_HG1.aspx](http://www.harrogatebaptistchurch.org.uk/Groups/366662/Renew_HG1.aspx)

We will be working in partnership with mental health teams to improve mental and emotional wellbeing. During the morning, there is the opportunity to share in a short reflective time of prayer; this is entirely optional for visitors. All are welcome.

The role will work closely with the Renew HG1 team and our minister.

### **Specific Responsibilities**

The prime purpose of the Renew HG1 Co-ordinator is to take the main lead to co-ordinate, grow and develop the project, enabling it to flourish and become a valuable presence within the community. The main responsibilities are to:

- Encourage people who would benefit from the Renew Wellbeing space to attend;
- Work with the team to promote knowledge of the project in the local area, especially through the use of publicity and social media;
- Co-ordinate the team of volunteers
- Develop partnerships with other relevant organisations within the community
- Engage with local voluntary and statutory bodies e.g MIND, North Yorkshire County council, GP surgeries and local authority mental health services
- Obtain feedback from those using the space and referring people and with the team, work on suggested improvements

## Person Specification

We envisage the person appointed will be motivated by the purpose that is being shaped for Renew HG1 and will have some or all of the following:

Skills/knowledge/experience	Essential	Desirable
Relevant experience in mental health		✓
Understanding of the Christian faith/importance of prayer	✓	
Networking skills and able to develop partnerships with partner organisations	✓	
Organisational skills	✓	
Experience of managing people, especially volunteers	✓	
Social media skills		✓
Good communication skills	✓	
Self-starter, capable of working on own initiative yet as part of a wider team	✓	
Knowledge of adult mental health		✓
Experience of running a community-based group		✓
Knowledge of the local area		✓
Safeguarding knowledge	✓	
Experience of signposting/onward referrals		✓

### Key terms

**Length of contract:** 12 months initially, with scope for the length of contract to be extended

**Start date:** early 2022

**Work pattern:** 6 hours per week, to be worked flexibly but core time of initially 9.30am-12.30pm on Mondays

**Holiday:** 25 days on a pro-rata basis

**Salary:** £10.50 per hour depending on skills and experience

**Pension:** n/a

**Place of work:** predominantly Harrogate Baptist Church

**Expenses:** agreed expenses will be reimbursed in full

**Review:** there will be a three-month probationary period

**Termination of contract:** during probationary period, one week's notice on either side. Post probationary period, one months' notice of termination of employment will be required on either side.

**Management:** the minister will be the line manager and will provide support through regular contact. Reports to be provided to the leadership team on a quarterly basis and attendance at and sharing with the church at two meetings per year.

**DBS:** an enhanced DBS check, and 2 references will be taken up prior to taking the post as part of our safer recruitment procedures. Proof to work in the UK must be provided. The successful candidate will also be prepared to undertake safeguarding training.

The post is subject to an Occupational Requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

For further information, please contact [ann.chesworth@harrogatebaptistchurch.org.uk](mailto:ann.chesworth@harrogatebaptistchurch.org.uk)

**Application closing date:** Friday 3<sup>rd</sup> December 2021, midday

**Interviews:** w/c 6<sup>th</sup> December 2021

Applicants should submit a current CV and covering letter, explaining their suitability and how they would approach the role to [ann.chesworth@harrogatebaptistchurch.org.uk](mailto:ann.chesworth@harrogatebaptistchurch.org.uk)