

<p>Avon Valley Partnership Youth and Community Trust</p> <p>Growing in Faith, Reaching Out to All</p>	<p>AVON VALLEY PARTNERSHIP</p>  <p>YOUTH & COMMUNITY TRUST</p> <p><i>(Charity No 1180169)</i></p>
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OVERVIEW

During the pandemic, the church locally and nationally have developed a new way of being church. This has opened up exciting and invigorating new on line congregations and we want to grow this outreach into our communities. This is initially a six-month project and we want to employ a person who is experienced in all aspects of Digital Communications to help us deliver and grow this ministry.

JOB DESCRIPTION

Job Title: Digital Support Worker (10 hours per week)

Purpose of Job: To enable, support and develop the digital work throughout the Benefice. This is initially a six-month project but may be extended.

Terms

- Hours: 10 hours pw, spread over a number of days. Annualised Hours
- Location: Fordingbridge and surrounding villages
- Salary: £11.15 p.h. (Pro rata £22.000 pa)
- Holiday: 4 weeks per year.

Responsible to: The Rector of AVC (Line Manager)

Supervisory responsibility: Overall responsibility for project managing of on line ministry for the Benefice and the community

Accountable to: Trustees of the Charity

Operational: Objectives to be achieved

- Responsible for co-ordinating and enabling the on-line content of the work
- Project manage and develop a social media ministry strategy – includes Christian teaching, advertising, building engagement, social posts, sharing relevant resources
- Work closely with the Digital Communications Enabler
- Responsible for designing and creating online advertising for Messy Church, family services and special celebrations such as the Nativity Service and Mothering Sunday and family social events.
- Connect with the Diocesan digital team and update the Families work with new resources and cascade training to the Families' team.
- Responsible for monitoring online trends and engaging the whole Benefice in them to enhance our mission.
- Follow the national Church of England Digital Labs team, attend training webinars and cascade resources and training for the congregation.
- Assist in creating engaging content to support the Benefice website and other digital resources for the Church Family , ensuring they remain a gateway for people to discover more about the Christian faith.
- Work alongside the Benefice Administrator in delivering online social media strategy.
- Maintain a healthy personal spiritual life

- Have knowledge, training and be compliant with all safeguarding regulations with particular reference to online and children's safeguarding.
- Take direction from Line Manager
- Produce a monthly online blog-sharing what has been going on, photos and updates from Benefice-wide ministry.
- Other duties as required.

Physical presence

- It is important to develop and build relationships with the church members in the parishes, and recruit and train volunteers and staff

Budgetary:

- All prior agreed expenses for carrying out the role would be reimbursed.

Hours: 10 hours per week annualised hours with flexibility

Length of contract: 6 months. 1 month probationary period, possibility of extension.

Salary: Pro rata £22,000 pa; £11.15p per hour

Support: Diocesan and National online events and training to support the development of digital work for church. Option to arrange for a spiritual director or mentor.

Genuine Occupational Requirement: There is a genuine occupational requirement for the successful applicant to be a committed Christian. It will be necessary to work on some Sundays, some Saturdays for special events..

PERSON SPECIFICATION

Post: Digital Family Support Worker

Project for initially six months

Attributes	Essential	Desirable	Method of Assessment
Education & Training	A level in Computer Science or Relevant online experience		A/Q
Proven Experience/Ability	<p>Experience of digital communications (paid or voluntary).</p> <p>Punctual</p> <p>Team worker</p> <p>Ability to prepare social media posts with relevant content for children's , youth and families ministry</p> <p>Ability to work independently to complete tasks.</p> <p>Ability to enable online worship and meetings</p> <p>Knowledge of and compliance with digital media statutory and user permissions and regulations</p>	<p>Previous experience of using digital communications in Christian Ministry.</p> <p>Evidence of working well in a team either with volunteers or in a commercial environment or both.</p> <p>Examples of social media posts and monitored feedback fulfilling strategic aims.</p> <p>Evidence of time management to achieve set tasks.</p>	<p>A/I</p> <p>References</p> <p>A/I</p> <p>A/I/P</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Knowledge & Skills	<p>Ability to communicate in a professional manner</p> <p>Understand safeguarding requirements</p> <p>Understand GDPR requirements.</p> <p>Ability to manage a pre agreed budget for developing digital ministry</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Special Qualities or Aptitudes	<p>Good, friendly, cheerful, positive presence- on-line and when working with children and adults in the community.</p> <p>Maintains a purposeful spiritual life of prayer and listening to God. Happy to pray with others.</p> <p>Pastorally and culturally sensitive keeping confidentially in pastoral situations.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>
Any Other Requirements	<p>A Conviction about the importance of Youth Work as part of the overall Ministry and Mission of the Benefice of Avon Valley Churches and happy to work collaboratively with other staff and churches. and happy to work within the Anglican Church.</p> <p>A servant hearted attitude to ministry and people.</p> <p>Ability to be flexible with scheduling working hours including some Sundays</p>		<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

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