



Job Description – FULFIL Communities Assistant Lay Worker

JOB DESCRIPTION

Job Title: FULFIL Communities Assistant Lay Worker

Location: *Isle of Man*

Responsible to: The Lay Employee will be employed by the Isle of Man Circuit and will be under the supervision of Rev Janet Corlett (Superintendent Minister)

Responsible for: *Volunteer team – FULFIL Communities*

Purpose and Objectives:

To assist the FULFIL Communities Pioneer in the planting, development, and growth of the FULFIL Communities across the island.

To come alongside people experiencing food poverty & isolation providing a safe and welcoming space for faith exploration and fellowship.

To enable & empower those who attend the FULFIL communities to participate fully in the life of Church/Community.

Main Responsibilities:

1. To assist with the development of the FULFIL communities supporting those who are experiencing food poverty and isolation.
2. To help recruit, support and encourage volunteer FULFIL team members.
3. To help members of the FULFIL communities to explore the Christian faith through role modelling of their own love in action.
4. To provide a listening ear for those who attend the FULFIL communities.
5. To help empower FULFIL community members to become more fully involved in the deliverance of the sessions.
6. To prepare refreshments and hot sandwiches for those who attend the FULFIL communities.
7. To assist the FULFIL Communities pioneer with the management of an agreed budget to enable the ministry to develop.
8. To appraise and review how the FULFIL communities are developing and change where necessary the action and focus of these communities through consultation with those in attendance.
9. To work ecumenically where appropriate and in partnership with other local church colleagues to establish new FULFIL communities.
10. To develop links with local Foodbank's across the island.
11. To work with the Superintendent and the District Ecumenical Safeguarding Officer to ensure compliance with the Churches' Policy on Safeguarding and creating a safe space for all.

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12. To undertake any other related duties, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Other Responsibilities include:

- Undertake EDI training.
- Undertake Basic Food Hygiene Training
- Attend Circuit meetings & Synod gatherings.
- Produce written reports about the progress of the FULFIL communities for these meetings.

Management

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Equip and offer training and development.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities with people experiencing economic marginalisation.
- Determine priorities for the work with the FULFIL communities.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the ‘stakeholders’ (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a “sounding board” to the Lay Employee.

Terms and conditions:

Terms of appointment:	Fixed Term until [August 2028]
Remuneration:	The salary will be £12.01 per hour.
Hours of work	16 hours per week (to be worked flexibly throughout the week)
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	20 days annual leave entitlement per year plus ten days in lieu of public holidays in accordance with the Bank Holiday Order published annually by Tynwald. (these will be pro-rata for part-time workers)
Criminal record clearance	Appointment will be subject to a satisfactory enhanced Disclosure and Barring Service clearance.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.

[Job Description written – October 2023]

Last Date Modified: March 2024