

St Catherine's Church Pontypridd

Job Details

Job Title: Community Worker – St Caths Plus Project

Organisational Arrangements

Accountable to: Rev. Marcus Green

Job Summary:

As we at St Catherine's reach out into the community, one of our primary aims as a church is to make people's lives better. The St Caths Plus Community Worker will be responsible for developing our work with the range of older people in Pontypridd, from those who retire young to centenarians. This will include meeting their physical, social, emotional and spiritual needs. Working with older people throughout the wider community, the post holder will aim to enhance people's older years by developing a range of social activities from lunches to tea dances, concerts and trips away, as well as putting on a variety of daytime clubs offering everything from Welsh lessons to keep fit, and ensuring a strong pastoral care network. Much of this work will be based in the Community Hall we own in the centre of Pontypridd.

Key Relationships:

1. Rev. Marcus Green
2. Community Work Steering Group.

Terms of Employment:

1. The St Caths Plus Community Worker is employed by the PCC of St Catherine's.
2. S/he must sign the parish Child Protection Policy, Vulnerable Adults Policy and other appropriate policies at the PCC's request as well as having appropriate clearance from the diocese for the post.
3. The post is a full time post at the rate agreed by the PCC up to £20,800 dependent upon experience and qualifications. A reasonable expectation of a working week would be five and a half days; one day must be fixed as a "day off". It is the post holder's responsibility to ensure that this is kept.
4. The post is for three years, with an initial three month probation period. Either the employer or employee may end the contract at the end of the probation period without prejudice. Otherwise a two month period of notice is required.
5. Holidays are 5 weeks including 5 Sundays, plus the inside of the week after Christmas and Easter.
6. Grievances: to be addressed with the vicar first, the steering group second and the PCC third. Any PCC decisions are binding.

Duties and Responsibilities

1. To initiate and grow a full programme of daytime social activities to be based in the community hall throughout the week under the banner of the “St Caths Plus” project. These may include craft clubs, drop in coffee afternoons, concerts, gentle aerobics/ movement classes, Welsh classes, book clubs, concerts, trips, holiday at home activity weeks and anything else that serves older people.
2. To oversee and grow a series of community lunches.
3. To seek to look after the whole person in meeting their physical, social, emotional and spiritual needs.
4. To reach out to the community in visiting the housebound, sick and those in need.
5. To help recruit and co-ordinate volunteers in all aspects of the community project, for example in assisting to run groups and carrying out home visits.
6. To care for those recently bereaved, sharing this work with the Vicar of St Catherine’s wherever appropriate.
7. To liaise regularly with the Community Work Steering Group and Vicar of St Catherine’s in regard to courses and on-going projects.
8. To advise older members of the community, helping them receive the most appropriate forms of care open to them.
9. To take a lead role with all administration in regard to older people’s work, making use of volunteers and the steering group wherever possible.
10. To meet with the Steering Group on the schedule given, or at least every two months.
11. To keep all records necessary for evaluating progress towards the agreed project outcomes, regularly reporting this information back to funders and to make re-applications where appropriate for ongoing funding, again making use of volunteers and the Steering Group where possible.
12. To keep the wider community informed of the project’s work and to seek out and apply for appropriate new sources of income to help fund all activities and other aspects of the project.
13. To undertake appropriate additional tasks and responsibilities as required.