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| St. Mary’s Parish Church  Application Form  **JOB TITLE:** FAMILIES OUTREACH PASTOR  **CLOSING DATE:** FRIDAY 26 JULY 2024, 12 noon  **INTERVIEWS:** AUGUST2024 | A colorful rectangular shapes on a black background  Description automatically generated |

**NOTES:**

**- CVs will not be accepted.**

- Only applications containing all the information which has been sought will be considered.  
- Application forms should be returned to the Rector, Ven. Jim Cheshire – [jim@stmarysballybeen.com](mailto:jim@stmarysballybeen.com) (email only)

Please complete in black ink and typeface.

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| **APPLICANT INFORMATION** | | | | | | | | | |
| **Surname**: |  | | | | **First Name:** | |  | | |
| **Middle Name(s):** | | |  | | | **Title :** | |  | |
| **Correspondence Address:** | | | |  | | | | | |
|  | | | | | | | | **Post Code:** |  |
| **Contact Number:** | | |  | | | **Mobile Number:** | |  | |
| **Email Address:** | |  | | | | | | | |

Please name two referees (not relatives) at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity, and one of whom be a church leader who can comment on your spiritual maturity.

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
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| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

Can we contact this referee prior to interview? ☐ Yes ☐ No

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| **EMPLOYMENT HISTORY – PRESENT OR MOST RECENT POST** | | | | | | | | | | | |
| **Employer Name:** | |  | | | | | | **Period of Notice:** | |  | |
| **Employer Address:** | | |  | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Start Date:** |  | | | | | **Job Title:** |  | | | | |
| **Job Dept. / Location:** | | | | |  | | | | | | |
| **Reason for Leaving:** | | | |  | | | | | | | |

**Principal Duties of Present or Most Recent Post:**

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Please list all your previous posts beginning with the most recent including periods out of employment.

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| **EMPLOYMENT HISTORY – PREVIOUS POSTS** | | | | | |
| **Name & Address of Employer** | **Job Title** | **Start Date** | **End Date** | **Reason for Leaving** | **Duties** |
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| **CRITERIA** |
| Please explain how you meet the following criteria giving examples and dates where appropriate. Please note that no candidate will be short-listed for an interview unless their application demonstrates that they meet all the essential criteria. In the event of several candidates meeting all the essential criteria, the desirable criteria may be used to assist with short-listing. Candidates are therefore advised to set out in full in their application how they meet the essential and (where appropriate) the desirable criteria. |
| **Qualifications** |
| *Essential*   * 5 GCSEs / O’ Levels at Grade C or above (must include Maths and English) or equivalent.   *Desirable*   * Accredited qualification in a relevant discipline (e.g. theology, teaching, youth and children’s ministry, evangelism, community work) * Educated to degree level (Hons 2:2 or above) |
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| **Experience** |
| *Essential*   * At least 5 years’ experience of children’s, youth or families’ ministry, in a paid capacity in a faith context. * Experience of reaching families with the Gospel. * Experience of developing and leading outreach programmes and events for families. * Experience of organising events in a children’s and youth ministry context, including outreach events and activities. * Experience of organising discipleship programmes and teaching the Bible to children and young people. * Experience of recruiting, leading and managing volunteers.   *Desirable*   * Experience of working in a church setting * Experience of leading and teaching the Bible in all-age services * Experience of delivering school assemblies and/or RE lessons * Experience of having responsibility for social media content for an organisation or department * Experience of managing a budget * Experience working with a church database (eg. ChurchSuite) * Experience with graphic design, video production and editing |
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| **Experience continued** |
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| **Skills** |
| *Essential*   * A track record of effective personal evangelism, especially to adults. * A creative communicator. * A self-starter with initiative, hardworking and able to motivate others * Excellent interpersonal skills; able to work with people of all ages and from a diverse range of backgrounds * Excellent organisational, record and time-keeping skills * Ability to work independently, lead a team and be a team player * Current driving licence and access to a car * Basic IT competence   *Desirable*   * Online / social media skills |
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| **Personal/Character** |
| *Essential*   * A committed Christian, subscribing to our basis of faith and demonstrating a commitment to the ethos, vision, values, and mission of the church through ethical conduct, integrity and stewardship of resources in accordance with Biblical principles.\* * View the role as a calling, and have a heart and passion to serve the people of the parish of Ballybeen * Demonstrate a passion to see children, young people and their families become committed followers of Jesus * Become, along with their family (if relevant) a worshipping member of the church * Flexibility with regard to working hours   **NOTE:** \*Consistent with Equality Legislation, this criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular views. |
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| Given the nature of this post in relation to regulated activities as outlined in the Job Description, are you willing to comply with an enhanced AccessNI check in the event that an offer of employment is made to you? | ☐ Yes ☐ No |

**DISABILITY**

Do you require a reasonable adjustment for reasons related to ☐ Yes ☐ No

a disability to allow you to attend for interview?

If yes, please give details so we can consider what reasonable adjustments need to be made:

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**CRIMINAL RECORD DECLARATION**

The provisions of the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2022 provide that convictions that are spent under the terms of the Rehabilitation of Offenders Order (NI) 1978 must be disclosed if the individual will be working with children or vulnerable groups. It is therefore necessary for you to list any convictions whether considered spent or not, and to indicate the nature of the offence/conviction.

*Please note – Given that the role will require work in relation to regulated activities, an enhanced AccessNI will be carried out for the successful applicant, to verify the following. In line with the Church of Ireland’s policy on the recruitment of ex-offenders, having a criminal conviction will not necessarily be a bar to taking up this position. The information you give here will be handled securely and in line with our GDPR and Safeguarding Policies. For more information please visit: https://safeguarding.ireland.anglican.org/child-safeguarding-ni*

Have you ever been convicted of any criminal offenses? ☐ Yes ☐ No

If YES, please indicate the nature of the offense(s)/conviction(s):

**PERSONAL DECLARATION**

1. I declare that all the foregoing statements are true, complete and accurate.

2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.

3. I understand that to take up this job I must have satisfactory references.

4. I understand that I may be asked to show some formal identification and evidence of qualifications/experience if required.

5. I confirm that as far as I know there are no reasons that would make me unsuitable to work with children or vulnerable groups in a church setting in carrying out the duties of this job.

6. I agree to you making any necessary enquiries during the recruitment and selection process.

Your Signature: Date: