



Job Description: Sale West Church Engagement Assistant

Overview of the Charity: There are many challenges facing people living on the Sale West Estate including problems with physical/mental health and the challenge of low incomes. Sale West Community Urban Trust has a vision to work with local people and partners in the community to enable families and children to reach their full potential.

Role Purpose: To support the Community Engagement Officer in this season of growth for the church, to build our work with children and welcome and engage new people with a particular focus on the event timetable for the year.

1. Key Responsibilities

1.1 Welcoming new people, including:

- Being a friendly and welcoming face of the church
- Active follow up with new attendees
- Ensure all church member details are on Church Suite and new attendees are logged

1.2 Work with children

- Review and in consultation with the Community Engagement Officer, decide the best resources to use with the children
- Hold volunteer meetings once a term to review how things have gone, motivate and inspire, train and share learning points
- Recruitment of volunteers in accordance with our Safer Recruitment processes
- Create a Sunday Funday rota of leaders and helpers once a term and ensure this is input to Church Suite so that leaders and helpers receive reminders
- Register children and young people's attendance on Sundays on the church tablet and ensure all necessary permissions are completed by their parents
- Make leaders and helpers aware of any special needs including: allergies, additional needs

1.3 Operational

• Event Management

- **Event calendar:** Develop an online event calendar for the year, in consultation with the Core Team, including a digital booking system.
- **Event Lead:** End-to-end management of community outreach events (e.g. Wreath Making, Easter Crafts, Quinta Weekend Away, Christmas party etc.).
- **Process Documentation:** Create "Event Handbooks" (Standard Operating Procedures) for each major event so they can be easily replicated in future years.
- **Information Management:** Streamline how we store and access digital files and historical data.

- **Asset Creation:** Design reusable templates for social media, posters, and newsletters to maintain a consistent brand "voice."
- **Report writing:** Support the report writing required for funders and Trustee meetings.

The post holder will attend weekly staff devotions on a Tuesday morning from 9.15 to 10 and should be available weekly between 10 and 11 for a staff meeting/one-to-one.

2. Fixed-Term Deliverables (Targets)

By the end of the contract, the post-holder will have completed:

1. **Sunday Funday:** Set up a Sunday Funday rota and hold two volunteer meetings and one volunteer training event. Ensure all children's records are on Church Suite.
2. **Adult attendance:** Ensure all church members' details are on Church Suite and new attendees are logged.
3. **The Event Handbooks:** Two comprehensive handbooks (Christmas Wreath Making & Easter Outreach) detailing budgets, supplier lists, timelines, and volunteer requirements.
4. **Website:** Develop webpage for church events with associated booking system
5. **Collation of data held in relation to marketing consent:** Create a cleaned dataset of all church contacts with clear protocols for future data entry, including electronic forms etc

3. Person Specification

| Attribute | Essential | Desirable |
|-------------------|--|--|
| Experience | Admin or Project Management background. Experience working or volunteering with children or young people | Experience in a UK Charity/Church setting. Experience in leading children's work or a willingness to be trained, and learn on the job |
| Technical | Proficiency in CRM software and website-building or willingness to learn. Able to use Microsoft products: Word and Excel | Graphic design skills (Canva/Adobe). First aid certification |
| Skills | Excellent communication skills. Exceptional organisation and "system-thinking." Ability to work as part of a team in a faith-based environment | Leadership skills or experience coordinating volunteers |

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| Values | Have a strong Christian faith. A caring and patient attitude Understanding the importance and potential of children's ministry Understanding of safeguarding and child protection principles | Experience working with vulnerable groups. |
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4. Role Details

- **Contract Type:** Fixed-Term January - August 2026.
- **Support:** Weekly attendance at Staff Devotions followed by a SWCC staff meeting with Steve & Carol.
- **Hours:** 10 hours per week.
- **Reporting to:** Community Engagement Officer.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a satisfactory DBS check to enhanced level with a check of the barred lists. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Applicants must have a valid 'Right to Work' for the UK.

This post carries a genuine occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010.