



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

Values	<p>Have a strong Christian faith.</p> <p>A caring and patient attitude</p> <p>Understanding the importance and potential of children's ministry</p> <p>Understanding of safeguarding and child protection principles</p>	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.