

ONE Programme Participant (OPP) Job Description

Post	Mid-Glamorgan Mission Prayer Advocate <i>If my People Project</i>
Location	Green Street Methodist Church, Aberdare and Zion Methodist Church, Newtown (Mountain Ash) Cynon Valley
Purpose & objectives	To enable, encourage and enthuse young people and adults both inside and outside of the Methodist Church by working collaboratively with others in the encouraging of good youth participation practice in the Church and wider society.
Responsible to	Wales Cymru District Learning & Development Officer
Main tasks Local project	<ol style="list-style-type: none"> 1. Establish new and creative prayer spaces in the two churches 2. Help design and distribute publicity leaflets around local communities with reference to prayer needs and church based events 3. Take part in current outreach events within the local communities at appropriate times and assist in the consultation and design of other potential events 4. Arrange prayer based activities such as prayer walks to assist in the connection with the local communities 5. Facilitate focused prayer times within the local churches and help deliver <i>The Prayer Course</i> and <i>Try Praying</i> 6. Assist in the design and implementation of various styles of worship (café, All Age, reflective) 7. Assist in the design and launch of a new Messy Church (twice a term). 8. Offer support to established groups such as toddler group, children's club, Junior Church, youth group, Bible Holiday club as appropriate and as time allows 9. Encourage and mentor a small group of young people in aspects of faith and personal development. 10. Research into the potential for using social media as a means of communication and evangelism within the circuit and local communities.
Main tasks Connexional (national)	<ol style="list-style-type: none"> 1. To attend four residential training weekends throughout the year (including arranging own travel to venue – expenses can be claimed).

	<p>The OPP must be available on the following dates for training: Friday 7th – Sunday 9th September 2018 Friday 12th – Sunday 14th October 2018 Friday 15th – Sunday 17th February 2019 Friday 28th – Sunday 30th June 2019 <i>(currently under review – will confirm before interview)</i></p> <ol style="list-style-type: none"> 2. To regularly attend supervision and support meetings with their Connexional (National) Line Manager. 3. To assist the Church and Community Team with regular feedback on developing work (for example, publicity materials) via email, telephone, face to face meetings or social networking websites. 4. To assist, as and when required, with the planning for 3Generate Children’s and Youth Assembly and other possible large-scale Methodist youth events and to attend these events as representatives of the Church and Community Team. The OPP must be available to attend 3Generate from Friday 23rd to Sunday 25th November 2018 5. To assist the Connexional (National) Line Manager with planning and development work with regards to delivering and promoting good youth participation across the District and Region. 6. To keep adequate records of work, including a time sheet and a reflection diary. 7. To take every opportunity to develop their own awareness of global and local issues and to share this learning as appropriate in their local project.
<p>Relationships</p>	<p>District Staff Relevant District Committees Regional Youth Networks and Forums 3Generate Children’s & Youth Assembly OPP Networks and Forums Relevant Project Workers Children and Youth Workers District Chairs Project Coordinator Regional Discipleship & Ministries Learning Network staff Any others with appropriate knowledge in this area.</p>
<p>Ethos & working style</p>	<p>The One Programme Participant (OPP) is expected to embrace and advocate the ethos of the Methodist Church Connexional Team as expressed through <i>Our Calling</i> and <i>Our Priorities</i> for the Methodist Church, together with the collaborative working style as expressed in the <i>Shared Values</i> document.</p>

Working style for all staff in cluster	<p>The OPP will work as a member of the Methodist Church Discipleship and Ministries Cluster, more specifically as a team member of the One Programme. In particular, the OPP will work with the relevant Connexional (national) Line Manager and the Church and Community Team to fulfil the functions of the One Programme and effectively deliver against its agreed objectives.</p> <p>This will entail:</p> <ul style="list-style-type: none"> • Working with the Connexional Line Manager to agree work plans that ensure creative and effective results. • Agreeing with the Church and Community Team the specific contribution of this position to the work that will be delivered. • Being accountable for delivery of this agreed work. • Working within the agreed <i>Shared Values</i> for the Team.
Terms & conditions	Fixed Term Contract from 1 st September 2018 until 31 st August 2019.
Health & safety	The post holder will be subject to the Methodist Council's Health and Safety Policy.
Equality, Diversity & Inclusion	The post holder will be subject to the Methodist Council's Equality, Diversity & Inclusion Policy.
Salary	Starting salary will be £6825 per annum
Hours of work	<p>This post will be 65 hours per calendar month.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Cluster. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
Holiday entitlement	Pro-rata 25 days per annum, plus Bank Holidays and an extra 3 days at Christmas and New Year.
Sick pay	Entitlement in accordance with the Methodist Council's terms and conditions of employment
Pension	OPPs do have the option to opt-in to the final salary pension scheme. Contributions from employees are currently 8% of pensionable salary.
Probationary period	Appointments are made subject to the satisfactory completion of a 3 month probationary period.
Disclosure	This appointment will be subject to satisfactory enhanced disclosure by the Disclosure and Barring Service.
Occupational requirement	This post holds an Occupational Requirement for the post holder to be a young person within the age range of 16-23 on 1 st September 2018 – Standing Order 250, and the Missing Generation Report, Conference 2009

ONE Programme Participant – Person Specification

POST OF *If my people* project

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Training	Willing to engage with training.		A + I
		Evidence of having completed formal training at any level.	A + Q
		Able to keep adequate records of work, including time sheets and a reflection diary.	I
2. Proven Ability	Able to understand the different pressures facing children and young people.		A + I
	Able to use social networking websites.		A + I
	IT literate, proven ability to use Microsoft Office packages (Excel, Outlook, Word).		A + I
3. Special Knowledge & Skills	Good interpersonal and social skills.		A + I
		Has a basic understanding of good Youth Participation.	A + I
	Good communication, influencing and negotiation skills.		A + I
	Prepared to work some irregular hours, including overnight and weekends.		A + I
	Prepared to travel within the UK.	Prepared to travel abroad.	A + I
	Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.		A + I

4. Project Specific Requirements	Able to engage with children and young people of a variety of ages and backgrounds.		A + I
	A practising Christian with an enthusiasm for evangelism and prayer.		A + I
		Experience or understanding of 24/7 or similar prayer movements.	A + I
	Able to engage with adults of all ages and from a variety of backgrounds.		A + I
		Creative and imaginative problem solving skills	A + I
	Ability to prioritise workload based on evidence and to use own initiative		A + I
		The ability to use art, music or drama to engage people in activities	A + I
		Sensitivity to and interest in the history, culture and language of Wales	A + I

Method of Assessment

A – Application Form, I – Interview, W – Written exercises, P – Presentation, G – Group exercise, Q – proof of qualification (certificates/transcripts), T – Test (at interview)

It is an Occupational Requirement for this role that the postholder should be aged between 16 and 23 years old and a practising Christian.

As at 26.04.18