

Job description and person specification
Community Development Worker
Beulah Baptist Church, Bexhill-on-Sea, East Sussex

Background

We are a lively, evangelical town centre church with 185 members and a Sunday morning congregation of around 250 and growing! In our vision to be Knowing Jesus, Transforming people and Changing society, we run a number of social and community events in Bexhill. Most days you will find one of these taking place in the church building.

We are looking for the right person to join our team as a Community Development Worker. If you are looking to develop your ministry, are a faith-filled, Bible believing enthusiast with a passion for sharing and living out the gospel for those in need - then this could be for you.

Role

The Community Development Worker will work alongside the Senior Pastor and Community Deacon in the development and support of our work in coming alongside others. Other responsibilities will be shared as appropriate for the experience of the applicant.

Working closely with the staff team of full-time Senior Pastor, Family Worker, Administrator, Pastoral Co-Ordinator, Youth Discipleship Worker and Caretaker. The appointed person will have oversight of our Wednesday drop-in and liaison with local networks.

Community Development Worker Job Description

Job Title:	Community Development Worker
Employed by:	Beulah Baptist Church
Reports to:	Senior Minister
Key Relationships:	The Elders, Deacons, other staff members

Overall Objectives of the post

- To plan responses to those needs that fall within the capabilities of the local church
- Initiate specific group activities that embrace people and address their needs
- To recruit, lead, manage and support a team of volunteers who will continue to lead and develop the various group activities
- Work closely with the Leadership Team, particularly the Pastoral Coordinator / Elder and the Community Deacon, to advocate for the people served.

Specific duties and responsibilities

- To oversee the Community Meals, Coffee Drop-In and Ukrainian Hub
- To liaise with our local community, voluntary and statutory agencies to identify needs in the local community, which could potentially be fulfilled by Beulah
- To recruit, train and support volunteers for specific roles.
- Take part in relevant training to support the role.
- Ensure all activities are in accordance with church policies, procedures and other regulations, particularly safeguarding.
- To develop in ministry practice and personal spiritual growth
- To be involved with and accountable to other people in the church in your spiritual walk with God
- The post holder will have responsibility for safeguarding.
- Any other duties as may arise from time to time.

Terms of Employment

- a) 8 hours per week for fixed-term contract for 2 years with one month probation, and a one month notice period
- b) Some unsociable hours of work may be expected. The Eldership, however, seeks to ensure that working hours are maintained in a sustainable balance.
- c) Value of employment package £6,490 per annum + contributions to a pension fund equivalent to 5% of salary
- d) 5 weeks holiday plus Bank Holidays – pro rata
- e) A time sheet would be submitted each month for the hours worked.
- f) Support and funding for relevant training
- g) Expenses paid for work relating to the church.
- h) Annual personal development review and meetings with a designated person for support and supervision
- i) Appointment to the role will be subject to receipt of two satisfactory references, confirmation of eligibility to work in the UK and completion of a DBS check. We do not offer visa sponsorship for the right to work in the UK.
- j) Read and comply with the established church policies and procedures. A list of key policies will be given to you on commencement of employment. All other policies are available digitally and physically at the Church office.

There is an Occupational Requirement (OR) for the post-holder to be a practicing Christian and to be in agreement with the Baptist Union's Declaration of Principle under Schedule 9 of the Equality Act 2010. This appointment will be subject to the successful applicant demonstrating their right to work in the UK and undergoing an Enhanced Disclosure and Barring Service (DBS) Check.

Person Specification

Requirements (E= Essential, D=Desirable)		Ascertained by
To be a mature baptised Christian, passionate about following Jesus, a heart for the poor and enthusiastic about sharing their faith	E	A, I
To be in sympathy with the values and ethos of Beulah Baptist Church, to be prepared to become a church member and to be a regular attender at Sunday worship.	E	A, I
To have excellent interpersonal skills	E	A, I,
To be self-motivated and to work on own initiative towards targets set and capable of prioritising workload, decision making and working within budgetary constraints.	E	A, I
To be a team player in regard to the staff team	E	A, I
To be a team leader for managing volunteers or to have wide experience as a volunteer	D	
To possess a portfolio of relevant experience, especially in managing volunteers and facilitating groups.	D	A, I
To be an excellent communicator at all levels bringing clarity in verbal and written material	E	I
To possess relevant qualifications in social work, mental health, community work and practice.	E	A
The postholder will have responsibility for safeguarding	E	I
To possess a full driving licence	D	A

Add in Safeguarding

A = application form

I = interview

Other information

The role will be part time.

Weekday work on a Wednesday will be essential as well as being present at Christmas and Easter.

The appointment is to the staff team and ultimate accountability is held by the church meeting, through the Elders and Deacons.

Line management rests with the Senior Pastor or approved alternative.

Appointment is dependent on a recent and satisfactory enhanced DBS check to work with children and vulnerable adults.

Application by submission of an application form (below), a current CV and the names and contact details of 2 referees, one of whom should be your church minister and the other, your current or most recent employer or if this is your first job, then a higher or further education lecturer.

Unless asked not to, we will assume you would be happy for us to contact your referees before the interview.

Applications may be returned as a hard copy to:

Ruth Lawrie (Church Secretary), Beulah Baptist Church, Clifford Road Bexhill TN40 1QA or as an attachment to churchsecretary@beulahbaptist.co.uk in PDF format or as a MS Word document.

Shortlisted candidates will be called for an interview, the format of which will be explained when the date is confirmed.

Closing date: **Friday 29th August 2025**

Interviews **week beginning 1 September 2025**

The successful candidate at interview will be asked to meet the church, following which the appointment will need to be ratified by a church members' meeting.

Application form Community Development Worker – Beulah Baptist Church
(Please pay particular attention to the person specification when completing this form)

First name Surname
Address
Telephone
Email
Give an example of a (anonymized) pastoral situation in which you have been involved, describing your input (200 words max)
Briefly explain why you feel you are suitable for this role (300 words max)

PLEASE DO NOT FORGET TO ATTACH A CURRENT CURRICULUM VITAE AND YOUR REFEREES' DETAILS

THANK YOU FOR COMPLETING THIS FORM AND SHOWING INTEREST IN OUR CHURCH

WE LOOK FORWARD TO HEARING FROM YOU