



*Job Pack for*

# Community Development Worker



Revelation Community Ltd is a company limited by guarantee.  
Registered in England & Wales, no: 07381412.  
Registered Office: 104 The Hornet, Chichester, West Sussex, PO19 7JR.  
[www.revelation.org.uk](http://www.revelation.org.uk)

Revelation Community is a registered charity, no 1138551

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1. Letter from Senior Pastor

2. Role Profile

## 2. Role Profile

Job Title	Community Development Worker
Hours	Part Time: 2 Days a Week (14 hrs/wk )
Salary	£20,000 per annum, pro rata.
Location	Chichester, West Sussex, UK.
Reports to	Church Leaders Team Member
Responsible for	n/a
Purpose	To help bring the vision for 104 The Hornet to life, making it a vibrant and friendly place. To be a focal point, connecting users, potential users and the church to the facility.
Key External Contacts	<ul style="list-style-type: none"> <li>• City, District and County Councils.</li> <li>• Local charities.</li> <li>• Facility users and potential users</li> </ul>
Key Internal Contacts	<ul style="list-style-type: none"> <li>• Operations Manager</li> <li>• Revelation Staff Team</li> </ul>

### 3. Job Description

Key Accountabilities	Key Elements	% of time
Facility Marketing and Promotion	<ul style="list-style-type: none"> <li>• Marketing the facilities to potential charitable users who work with vulnerable people.</li> <li>• Marketing the facilities to statutory providers, key local persons and schools.</li> <li>• Creating varied marketing resources to demonstrate the flexible and unique facilities on offer.</li> <li>• Running Open Events to advertise and promote facilities to potential users.</li> <li>• Working with the Operations Manager towards an occupancy rate of 80% by end of second year of operation.</li> </ul>	30%
Networking	<ul style="list-style-type: none"> <li>• Building connections between users and potential user groups.</li> <li>• Sharing best practice and promoting strategic working.</li> <li>• Helping partners to respond innovatively and creatively to specific opportunities and challenges in their areas.</li> </ul>	15 %
New Project Work	<ul style="list-style-type: none"> <li>• Encouraging and facilitating new works to assist the vulnerable in Chichester.</li> <li>• Reviewing, with Statutory Agencies and existing Charities, current provision to recognise needs and gaps.</li> <li>• Running ideas development sessions.</li> </ul>	30%

Development	<ul style="list-style-type: none"> <li>• Offering encouragement and guidance, to new and existing works</li> <li>• Encouraging charities to use the building to pilot new schemes and work.</li> <li>• Offering targeted training and development opportunities to charities using the facility.</li> <li>• Helping identify resources available.</li> </ul>	15%
Community Engagement	<ul style="list-style-type: none"> <li>• Measuring evidenced and felt needs of the wider community in Chichester as well as the local neighbourhood of the facility.</li> <li>• Working with the community to seek collective action and generate solutions to common problems.</li> </ul>	10%

#### 4. Personal Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> <li>• Community development principals.</li> <li>• Safeguarding policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• How to set up new community projects.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to engage, connect with and inspire people.</li> <li>• Ability to recruit, train and nurture volunteers.</li> <li>• Partnership working with diverse organisations with same goals.</li> <li>• Self starter who is able to pursue new opportunities.</li> <li>• Someone who is able to problem solve.</li> <li>• Ability to work as part of a diverse team.</li> <li>• Ability to run simultaneous tasks ensuring smooth running and successful completion.</li> <li>• Solid project management and planning skills.</li> <li>• Able to organise own workload to meet deadlines.</li> <li>• Computer literate with MS Office applications.</li> <li>• Excellent verbal and written communications skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Car &amp; Mini Bus Driver License.</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Leading a team of volunteers.</li> <li>• Working with those on the margins of society.</li> <li>• Experience of working in and with the statutory agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Partnership working with different agencies.</li> <li>• Running a community project with those in need.</li> <li>• Working with churches.</li> <li>• Training volunteers</li> <li>• Setting up new projects.</li> </ul>
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## 5. Working at Revelation Family Church

The salary for this post is:

£20,000 (pro rata)

The salary is next due for review in March 2020.

The hours we work at Revelation Family Church:

35 hour week. We have a flexible working practice.

Our office is open from 8am until 5.30pm with core hours from 9am until 5pm.

This role will require some flexible working hours (evenings and weekends).

Our holiday entitlement is:

25 days per year plus Public Holidays (pro-rata for part time staff).

This contract is:

Fixed Term Contract (2 years).

Where our offices are located:

104 The Hornet, Chichester, West Sussex, PO19 7JR.

## 6. The Recruitment Process

To apply, email or post:

Your CV

A supporting statement showing how you meet the person specification.

To: Bruno Kondabeka  
Revelation Family Church  
104 The Hornet  
Chichester  
West Sussex  
PO19 7JR

Email: [brunok@revelation.org.uk](mailto:brunok@revelation.org.uk)

The closing date for applications is **18<sup>th</sup> September 2019**.

The interviews will be held the week beginning **23<sup>rd</sup> September 2019**.

Any job offer will be subject to an enhanced DBS check as part of a Safer Recruiting process used by the church.

If you have any queries about this role please contact Fiona Ellis on 01243 531898 or [fionae@revelation.org.uk](mailto:fionae@revelation.org.uk)

## 7. Further information about Revelation Family Church

## Our name explains a lot

First and foremost, we are a local church in the Chichester area. The church was born in 1983 started by a group of local teenagers. We are committed to not just hoping for change but to be the change we want to see. Our vision and works also take us beyond the local area. Our passions for change flow from our faith.

## What we do

Like all churches we have lots of activities that run each week aimed at lots of different ages and demographic groups. The heartbeat of this is around our Sunday gatherings and our mid-week 'life groups'.

However, our commitment often takes us beyond what would be traditionally seen as the walls of the church. We are outward focused and engage with our community. This is why Revelation has a reputation for working with statutory bodies in the area and working in partnership to make a difference. We also have a passion for giving space for projects to grow that bring a tangible change to those in need.

## How we work

Firstly, we acknowledge that we are not the solution but hope that we are part of it. With this in mind we are committed to working in partnership with other churches, statutory bodies and charities in the city and region. There are also some projects and charities that we partner with that are national organisations and some that operate overseas.

Revelation Family Church is a member of the Evangelical Alliance UK. We are part of the 24-7 Prayer, Boiler Room Network of Churches and Houses of Prayer in the UK & Ireland

## Vision

God's Love: Reaching everywhere, transforming everyone, changing everything

## Mission Statement

We commit to be a people of love. Leaning into Christ Jesus, learning together and working together. Getting our hands dirty we will serve the poor, fight injustice and defend the weak. Transforming our communities through the Good News of the Gospel and the power of the Holy Spirit. Our passion is to bring the freedom given to us, through Gods grace, to all people and in all situations. This is our response to Gods love, poured out for us in Jesus Christ.

## Priority & Practices

'To be true to Christ, kind to others & be loyal to the Gospel'

Prayer & Worship: Encountering God and prioritising time in his presence.  
Creativity: Expressing Praise and adoration in creative form.  
Hospitality: Demonstrating God's welcome to everyone.  
Justice: Caring passionately about those who need support, and meeting the needs of others.  
Mission: Intentionally sharing Jesus in prayer and action.  
Learning: Growing together in faith, knowledge and wisdom

## 8. Key Facts and Figures

## Governance

A board of Trustees governs Revelation Family Church, which is responsible for ensuring that the charity is well managed and abides by its charitable aims. The trustees support the work of our senior pastor, who is responsible for managing the organisation, supported by our Leaders Team.

## Income and Expenditure

Revelation Family Church has a turnover of under £400,000.

## Staff and Volunteers

Revelation Family Church currently employs 7 people who work out of our office base. We also have a small team of contractors who also regularly work for the church. Volunteers and interns also support the church.