



## JOB DESCRIPTION

**1. Job title:** Development Worker (The Hive)

**2. Job context:**

The Hive is a new project based in Wesley Church Centre in the heart of Chester. The overall aim is to tackle social isolation with a specific focus on those living with dementia and their carers (the priority group). So we are looking to cultivate a social mix but always ensuring a safe and appropriate environment for the priority group.

The Hive is a weekly, multi-activity session held in our newly-refurbished worship space. This gives flexibility to create areas for conversation, knitting, crafts and games, allowing participants to gravitate towards those activities and spaces that suit them. We are committed to a participant-led ethos, so will be working closely with participants to draw out their ideas and interests.

The Hive has been awarded grant funding by Anne Duchess of Westminster Foundation to cover the salary for this temporary post, which has been planned to give the project the best chance of growing quickly into a sustainable future.

**3. Location:** Wesley Methodist Church, St. John Street, CHESTER, CH1 1DA

**4. Responsible to:** employed by Wesley Methodist Church and under the supervision of the Mission Development Officer based at that same church.

**5. Purpose and Objectives:**

To build a strong foundation for the growth of the Hive as a sustainable project in the long term.

**6. Main Responsibilities:**

Volunteer team:

- **Cultivate a capable volunteer team**, with the necessary numbers, confidence, skills, knowledge and team-working to take the project forward in the long term
- Lead on volunteer **recruitment for the project**
- Organise volunteer **training for the project**
- **Ensure project compliance** with the Methodist church's Safer Recruitment policy and best practice guidance on volunteer management from Chester Voluntary Action

Promotion:

- Maximise the **profile** of the project within Chester and surrounding areas

- Develop and implement **best practice** in the project with regard to safeguarding, health and safety and Data Protection, always complying with the policies of the Methodist Church

Evaluation:

- Develop and implement effective **information management processes** for the project
- Resource project volunteers with the **skills** needed to support evaluation

Coproduction:

- Develop **participant-led practice**, ensuring that all aspects of the project flow from the interests and preferences of those attending

Safeguarding:

- Develop best practice among the volunteer team to ensure compliance with Methodist Church's safeguarding policy.

**7. Outline terms and conditions:**

- Term of appointment: Fixed Term for 16 weeks from start date.
- Remuneration: £12 per hour
- Hours of work: 7 hours/week. Non-working weeks will be agreed in discussion with the Line Manager. Working hours will vary and the pattern will need to be negotiated and agreed with the Line Manager.
- Expenses: All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
- Holiday: annual entitlement of 5 weeks paid holiday of 7 hours per week amounting to 12 hours of the course of the employment
- Criminal record clearance: appointment will be subject to a satisfactory clearance through the DBS system.
- References: appointment will be subject to satisfactory references
- Probationary period: Appointment will be subject to the satisfactory completion of a probationary period of one month.

**8. Management**

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with and support the work of the Lay Employee
- Work with the Lay Employee in encouraging the membership of Wesley Methodist Church to get involved in The Hive project
- Determine priorities as the funded period progresses
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place on a fortnightly basis)