

## EDINBURGH CITY MISSION – JOB DESCRIPTION

### Full-time Mission Strengthenener

Salary: £26,000 pa

The role of the Older Together Mission Strengthenener is to set up a project to support older people in Edinburgh through the creation and running of new volunteer Support Groups for older people. The Mission Strengthenener will report to the Edinburgh City Mission Team Leader and will work closely with local churches and other agencies.

Edinburgh City Mission's vision is to "help create a mission movement across Edinburgh by stimulating and strengthening the church's mission in the city." The Mission Strengthenener will play a key role in praying for and furthering this vision, strengthening the church's mission through the creation and development of a new support scheme for older people.

This position reports to the Outreach Team Leader (or the CEO in her absence) who can make changes to the Job Description to fit the requirements of the organisation, in discussion with the post-holder. The position requires an element of flexibility in terms of the shape and direction of the role, and requires working some evenings and weekends (with time off in lieu).

**The post-holder must be a committed Christian (see Occupational Requirement below).**

### FAITH-INSPIRED, CHURCH AND TEAM LIFE, AND COMMUNITY-CONNECTED

- Rely on God through personal prayer and Bible reading/ study
- Be committed to living and worshipping in, or near, Edinburgh
- Regularly participate in Edinburgh City Mission team meetings and devotions; share updates with the rest of the team regularly, actively and positively; and engage in team social media groups
- Be committed to Edinburgh City Mission's values: love, generosity, unity, justice and pioneering

### CREATION OF A SUPPORT SCHEME FOR OLDER PEOPLE

- Scope out a project for supporting older people - a voluntary befrienders' scheme
- Prepare role descriptions to ensure that potential new volunteers are clear about what they are being recruited into
- Develop induction and training material for the new project (with input from Linking Lives UK)
- Promote volunteering opportunities on our website and through our social media channels
- Meet and interview new volunteers, and brief them on the variety of needs of older people
- Appoint suitable applicants and inform them of the process for getting started
- Ensure new volunteers are provided with all the induction material, including policies
- Induct new volunteers and obtain signed agreements from them

## DEVELOPMENT OF THE SUPPORT SCHEME

- Help to set up, support and oversee Older Together Support Groups, comprising 3 – 5 people
- Ensure new Support Group volunteers are clear about the leadership and membership of each Support Group
- Advertise the befrienders' scheme through local outlets like surgeries, libraries, online communities
- Identify participants in the scheme, offer them a place on the scheme, ensure they are linked to a befriender and that expectations have been explained clearly (induction)
- Conduct appraisals based on Edinburgh City Mission's appraisal scheme
- Possibly form an advisory group with specialists on different issues eg pastoral care, nursing, etc.

## TRAINING VOLUNTEERS

- Arrange occasional training and/ or 'thank you' events for Older Together volunteers, including information about relevant legislation, other available services for older people, etc.
- Plan, promote, run and evaluate the training events

## SHARE THE VISION

- Be available to speak at local schools, churches, student groups and other organisations about our community engagement and mission
- Obtain stories from volunteers which can be shared through Edinburgh City Mission channels
- Attend at least four City Vision prayer meetings a year, to share and pray with supporters

## REPORTING AND EVALUATION

- Keep an up-to-date and accurate record of volunteers, inductions and appraisals
- Keep an up-to-date and accurate record of participants
- Keep role descriptions up-to-date and report updates to the Outreach Team Leader/ CEO
- Report on the above to the Outreach Team Leader and CEO on a monthly basis
- Regularly update the wider team on activities, stories, etc.
- Participate in an annual appraisal conducted by the Outreach Team Leader

All employees are required to agree to follow our Adult Protection Policy and other policies.

## OCCUPATIONAL REQUIREMENT (OR)

Edinburgh City Mission offer our services and support on a non-discriminatory basis as modelled by Jesus in the gospels, and in accordance with the Equality Act (2010).

It is essential that the Volunteers Coordinator is committed to the vision, doctrine and ethos of Edinburgh City Mission, sharing our core beliefs and values as they will represent the Mission to the public, churches, church leaders and other organisations.

All employees are required to agree to our Statement of Faith.

On the basis of the above, we believe that it is appropriate to apply an Occupational Requirement to this position.

## PERSON SPEC

<b>Personal Skills and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of an infectious and growing personal faith in Jesus	✓	
Good knowledge and understanding of the Bible	✓	
Ability to show empathy and win the confidence of others	✓	
At least two years' experience of working with older people	✓	
Evidence of well-developed listening and pastoral skills	✓	
Ability to maintain composure in the face of hostility	✓	
Ability to relate to people from diverse backgrounds	✓	
Evidence of good verbal communication and presentation skills	✓	
Evidence of drive and initiative	✓	
Ability to set and work to goals without immediate supervision	✓	
Ability to take good decisions within established procedures	✓	
Active involvement in a local church and City Mission team life	✓	
Evidence of good administrative and IT skills, including Microsoft Office, Zoom, etc.	✓	
Experience of public speaking		✓