



Mission Support Worker

Job Information Pack

Closing date:	19 th December at 12 noon
Interviews:	Week commencing 12 th January
Location:	Emmanuel Church and Café Emm, Weston Favell Centre, Northampton
Employment type:	Part time, 20 hours p/w
Work pattern:	Flexible Sunday – Saturday
Wage:	£13.45ph (£13,988 a year)



Introduction

About the job:

We seek an enthusiastic, pioneering and prayerful person to develop, and build on, relationships with those in our community groups, local area and church. This role will work closely with the Team Rector, the Community Projects Director, Ministry Team and the Community Team to support the development of mission at Emmanuel.

God is presenting opportunities within the community to share the gospel and grow the Kingdom in this place, and this role gives an opportunity to discern and join in with this.

Who we are:

We are a family of faith where there's always room for one more.

We are a group of three Sunday congregations.

We gather together from various denominations and expressions of Christian faith. We are (currently) the largest parish in Peterborough Diocese by population, a part of the Northampton Methodist Circuit, the Baptist Union of Great Britain and a home for those who haven't worked out which (if any) denomination they want to be part of.

All at the same time, mostly, we are a family of people who love Jesus and want to show people that he loves them too.

Community Vision:

To provide a gospel centred, loving service in our communities through social action to meet local needs.

Gospel Centred

As part of Emmanuel Church, we hope to provide an environment and culture of love, welcome, hospitality, and providing opportunities to learn about the Christian faith and who Jesus is.

Loving Service

To serve others in love with a commitment to the wellbeing of others and putting aside our own agendas.

Social Action

To create spaces with the aim of encouraging change to respond to unjust structures within society.

Local Needs

Local to the church and within the boundaries within which the church serves. Needs are those which have been discerned as needing social action and loving service where people are marginalised, have limited access and opportunities and resources and where there is an opportunity for projects to improve wellbeing, life opportunities and outcomes, that is not already being served.

Working arrangement:

The role is for 20 hours a week, though some variation to this would be considered for the right candidate. In order to continue the development of various ongoing projects, the successful applicant must be able to work flexibly, to include some weekend and evening work.

Faith:

A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

Next steps:

We actively encourage informal enquiries, questions and conversations! Please address these to Sarah McDonald-Howard. You can contact Sarah by email at SarahMc@emmanuelgroupuk.onmicrosoft.com

To make an application:

Please complete an application form and send it, together with a detailed C.V., to Sarah by email to SarahMc@emmanuelgroupuk.onmicrosoft.com before 12 noon on 19th December 2025.

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	19 th December 2025 at 12 noon
2. Interview date:	Week commencing 12 th January

1. We reserve the right to close the vacancy before this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Emmanuel Church, Weston Favell Centre, Northampton.



Job Description

Job Title: Mission Support Worker

Employed by: The Emmanuel Group of Churches

Location: Emmanuel Church and Café Emm, Weston Favell Centre, Northampton

Responsible to: Community Projects Director

Responsible for: Volunteers

Employment type: Part time (20 hours p/w)

Work pattern: Flexible Sunday - Saturday

Key Responsibilities:

- **Group Council Member:** Being an active part of Group Council, inputting and shaping policy and contributing to mission statement work. Being at the heart of the worshipping community and *may* be a member of the Ministry Team.
- **Relationship Building:** Building relationships with the church, community groups, shopping centre, foodbank, the café and its users, and through this, recommend and implement ways to bring the gospel into community groups.
- **Faith based family group:** To undertake research, planning and collaboration to set up - with appropriate advertising and awareness - a pilot faith-based family group.
- **Fresh Expression of Worship:** To design and recommend options for a fresh expression of worship, and to implement the preferred option to bring together the existing church congregations and the families that access our community groups.
- **Supporting Spiritual Growth:** Where appropriate to encourage and support the vision of being gospel centred in our existing community groups, supporting the practical and spiritual delivery of sessions e.g. FISH.
- **Schools Work:** An active member of the Schools Team, building on established relationships with our schools and exploring where this may lead with the Schools Team leader.

- **Health & Safety:** Ensure that we meet health and safety requirements with regards to any facilities used and work undertaken by staff and volunteers. Appropriate risk assessments to be prepared for every activity.
- **Safeguarding:** Ensure that all safeguarding policies and procedures are adhered to, and any incidents are properly escalated and recorded. In collaboration with the Safeguarding Officer, provide advice within both organisations as required. Undertake relevant training and refreshers as appropriate and attend safeguarding meetings as and when requested.
- **Communication:** To deliver sound communications and publicity (website, social media etc) to support the relevant groups.

Summary of terms and conditions:

Contract type	3-year fixed term contract <i>This may be extended, subject to additional funding being secured.</i>
Working hours	Part time - 20 hours per week
Rate of pay	£13.45 per hour - £13,988 annual
Location	Emmanuel Church and Café Emm, Weston Favell Centre, Northampton and within the local community. Some working from home by negotiation.
Benefits	<ul style="list-style-type: none"> • Pension • On site parking • Flexitime • Working from home
Schedule	Sunday – Saturday, flexitime
Probationary period	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS)
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.



Person Specification

Job Title: Mission Support Worker.

Employed by: The Emmanuel Group of Churches

Location: Emmanuel Church and Café Emm, Weston Favell Centre, Northampton

Attributes	Essential	Desirable	Evidence
Education and training Experience, knowledge and ability	Good understanding and use of written and spoken English		A, I
	Knowledge of pioneer approaches, missional ecclesiology, Fresh Expressions and/or New Places for New People	Training in mission/theology	A, I, Q
	Experience in practical evangelism, outreach, and leadership	Experience in leading church groups/worship/pioneering	A, I
	Able to make effective connections in the community with new, unaffiliated people, groups, and organisations	Experience of working in partnership with external organisations	A, I
	Able to work effectively within a team and alone with minimum supervision	Experience of working with and supervising volunteers	A, I
	Able to work under pressure, often with competing priorities, and demonstrate integrity and a commitment to confidentiality		A, I
	Able to react and adapt positively to changing priorities and circumstances, willing to meet		A, I

Special qualities or aptitudes	the current and future needs of the Emmanuel Group of Churches		
	Experience of planning activities including the production of Risk Assessments and other necessary paperwork		A, I
	A person of faith, with a strong sense of calling to church and community ministry		A, I
	Demonstrate awareness of and sensitivity to issues of equality, diversity and inclusion		A, I
Other Requirements	Member of a church or a Christian community		A, I
	Be in sympathy with and supportive of the ethos and values of each of the partner denominations: The Church of England, The Methodist Church in Great Britain and The Baptist Union of Great Britain		A, I
	A willingness to work irregular hours which includes some evenings and weekends		A, I

A: Application I: Interview Q: Qualification



Important Notes

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is highlighted on your application form, and they will assess this information against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions: Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection: The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.