



Circuit Office: Airedale Methodist Circuit  
Silsden Methodist Church  
Kirkgate  
Silsden  
BD20 0PA  
office@airedalemethodists.org  
01535 653842

## PRIVATE AND CONFIDENTIAL

Dear Applicant,

### POST OF THE NEW PLACE PIONEER

Thank you for your interest in The New Place and the Airedale Methodist Circuit and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

- Job Description and Person Specification
- Application form
- An equality and diversity monitoring form

If you wish to make an application, please complete the application form and return it to Esther Gregory-Witham by email (preferred), [office@airedalemethodists.org](mailto:office@airedalemethodists.org) or post, The New Place Pioneer (Application), Airedale Methodist Circuit Office, Silsden Methodist Church, Kirkgate, Silsden, BD20 0PA **by 12 noon** on the closing date which is **Thursday 23<sup>rd</sup> January 2025**. It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

For details on how we use the information you provide during the course of a job application, please see our privacy notice which is available from: <https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice>

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview on 4<sup>th</sup> February 2025. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date, please assume that on this occasion you have not been shortlisted.

If you have any questions or would value an informal conversation about the role, please contact me by email ([nel.shallow@airedalemethodists.org](mailto:nel.shallow@airedalemethodists.org)) to arrange a time to speak.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely,

*Nel Shallow*

**Rev. Nel Shallow**  
**The New Place Pioneer** Presbyter

## JOB DESCRIPTION

<b>Job Title</b>	The New Place Pioneer		
<b>Reports to</b>	The New Place Pioneer Presbyter	<b>Location</b>	The New Place, Hive Street, Keighley, BD22 6AA
<b>Circuit</b>	Airedale Methodist Circuit	<b>Salary</b>	£30,000 per annum

### Job Purpose and Objectives

To work in partnership with The New Place Pioneer Presbyter to develop The New Place as a New Place for New People including the spiritual & worshipping life, community engagement and overall development of the project.

### Responsibilities

<b>Responsible to:</b>	The Lay Employee will be employed by Airedale Methodist Circuit Meeting and will be line managed by The New Place Pioneer Presbyter. The lay employee will be required to participate in the reflective supervision of their work, with a trained supervisor.
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<b>Responsible for:</b>	New Place Volunteers
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### Main Responsibilities

1. To be a person of prayer, open to God's guiding in partnership with others for the flourishing of The New Place as a New Place for New People.
2. Sharing in the spiritual life of The New Place, Methodist Way of Life community.
3. To build on the connections already made with parents, families and local community, developing and delivering contextually appropriate gatherings for friendship, community, worship, faith exploration and discipleship.
4. With The New Place Pioneer Presbyter, District NPNP Lead and The New Place Steering Group develop and implement the ongoing strategy for The New Place including Clothes Library, Community Meals and Special Holiday Events.
5. Offer a Christian ministry of accompaniment and hope offering opportunities for members of the Keighley community to explore faith or go deeper in their faith journey and spirituality in creative, practical, and unexpected ways.
6. With other members of the The New Place team, to build good relationships with the ecumenical and interfaith communities in Keighley.
7. To listen and dialogue with the Keighley community (individuals, families, community groups, schools, statutory bodies) to discover opportunities for partnership with The New Place.
8. With the New Place Pioneer Presbyter ensure good policies and procedures are in place for The New Place including Safeguarding, Safer Recruitment, Health and Safety inc Food Hygiene, GDPR, EDI (Justice Dignity and Solidarity).
9. Using IT and social media to work collaboratively with colleagues, to communicate about The New Place and develop online content as appropriate.
10. With The New Place Pioneer Presbyter, prepare reports for the Steering Group and the Connexional New Places for New People processes.
11. Any other duties and responsibilities, identified by your Line Manager as are within your capabilities and level of responsibility, in order to meet the needs of The New Place.

## Terms and Conditions

- Terms of appointment: Fixed Term until 31st August 2027
- The salary will be: £30,000 per annum
- Normal working pattern: 35 hours per week to be worked flexibly in agreement with your Line Manager, including some evenings and weekends. Actual days, start and finish times will be variable in accordance with the needs of the Employer. The days of the week on which you may be required to work are Monday to Sunday. You will not be expected to work on more than five days in a calendar week.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 33 days annual leave entitlement (including public holidays) per year.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training will be provided in agreement with your Line Manager.



## PERSON SPECIFICATION

**Job Title:** The New Place Pioneer  
**Circuit:** Airedale Methodist Circuit

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Educated to A level or have equivalent qualification	X		A, Q
Educated to Degree level or have equivalent qualification		X	A, Q
Qualification in a relevant discipline, e.g. Theology, Christian Ministry, Pioneering, Community Work		X	A, Q
Computer and Social Media user: able to use Microsoft Word, Excel, Outlook, Facebook, X (formerly Twitter) and Instagram to a proficient level	X		A, I
Computer and Social Media user: able to use Microsoft PowerPoint, Canva and Social Media Scheduling software to a proficient level		X	A, I
<b>Proven Ability</b>			
Excellent communication and interpersonal skills including attentive listening.	X		A, I
Experience as a Pioneer in a voluntary or paid capacity.		X	A, I
Ability to develop strategy from listening and engaging with the local community and stakeholders.	X		A, I, P
Experience of leading and facilitating gatherings for the community e.g. Toddler groups, warm spaces.	X		A, I
Experience of delivering (or willingness to learn) creative activities.		X	A, I
Experience of leading diverse and different opportunities for worship and discipleship. For example, creative worship, All Age Worship, Messy Church, Intergenerational Worship.	X		A, I
Accredited as a Methodist Local Preacher or Worship Leader or equivalent in another tradition.		X	A, I
Experience of working in a multifaith and multicultural context		X	A, I
Understanding of Safeguarding and its requirements in a pioneering context	X		A, I
Understanding of Health and Safety including Food Hygiene and its requirements in a pioneering context.		X	
Understanding of GDPR and its requirements in a pioneering context		X	A, I

<b>Special Knowledge &amp; Skills</b>			
A prayerful approach, rooted in prayer and listening to God	X		A, I
A passion for pioneering, church planting and evangelism	X		A, I
Ability and willingness to work with a diverse range of people and colleagues	X		A, I
Experience of (or willingness to learn about) working with children and/or adults with additional needs.		X	A, I
Ability to deal with issues in a diplomatic, professional and confidential manner both verbally and in writing. A good understanding of handling confidential/ personal information.	X		A, I
Ability to work as part of a team including supporting volunteers.	X		A, I
<b>Any Other Requirements</b>			
Organisational and time management skills, including the ability to set priorities and manage a varied work load.	X		A, I
Understand and be in sympathy with the aims and work of The New Place and The Methodist Church in Great Britain including a commitment to Justice, Dignity and Solidarity <sup>1</sup>	X		A, I
Given the nature and context of the work it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010.	X		A, I
Flexibility in performing duties to achieve objectives.	X		A, I
Satisfactory Enhanced Disclosure from the Disclosure & Barring Service	X		D

Method of Assessment: A – Application Form, I – Interview, E – Exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts), D - DBS Application  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*

<sup>1</sup> <https://www.methodist.org.uk/for-churches/the-inclusive-methodist-church/>