



Draycote & Leam Valley Benefice

Community Engagement Officer

Position Title: Community Engagement Officer

Location: Draycote and Leam Valley Benefice

Reports To: Rector

Contract Duration: 2 Years (Initial Funding Period)

Salary: £14 per hour (£13,104 per year for 18 hours/week, £27,300 FTE).

About the Benefice

The Draycote and Leam Valley Benefice is a group of rural parishes committed to serving their communities and nurturing welcoming, inclusive village life. The churches are seeking to strengthen their engagement with local residents and develop new opportunities for connection, friendship and belonging.

Job Description

We are seeking a dynamic and compassionate Community Engagement Officer to work across the Draycote and Leam Valley Benefice, helping develop welcoming spaces where people of all ages can connect with one another and with the life of the church.

A key part of the role will be supporting and developing existing community hospitality initiatives, including coffee mornings and other informal gatherings. Alongside this, the postholder will help explore opportunities for wider community and family engagement, encouraging activities that bring different generations together and strengthen relationships within the villages.

Working with volunteers and church leaders across our churches the Community Engagement Officer will help develop sustainable activities that build community life and create natural pathways for people to engage more deeply with the church if they wish.

The role is initially funded for two years, with the aim of establishing initiatives that can continue long-term through volunteer leadership.

Employer

The postholder will be employed by the Parochial Church Council (PCC) of St Peter's Grandborough on behalf of the Draycote and Leam Valley Benefice.

The postholder will be line managed by the Rector and will work collaboratively with clergy, churchwardens, PCC members and volunteers across the benefice.

Key Responsibilities

1. Community Listening and Relationship Building

- Spend time building relationships within the villages, getting to know local residents, community groups, and regular attendees at church activities.
- Listen to the needs, interests, and opportunities present within each community.
- Share insights with church leaders to help shape future engagement and outreach.

2. Support and Develop Community Hospitality Initiatives

- Support and develop existing community hospitality initiatives, including coffee mornings and other informal gatherings across the benefice.
- Work with church teams to ensure these activities remain welcoming, inclusive, and sustainable.
- Encourage activities that create natural opportunities for conversation, friendship, and connection within the community.

3. Encourage Intergenerational and Family Engagement

- Help develop welcoming activities that encourage people of all ages to connect, including children, families, and older members of the community.
- Support existing family-friendly events and seasonal activities, and explore new opportunities that help engage younger households in village life.
- Look for ways to create intergenerational spaces and activities, where different generations can naturally interact and build relationships.

4. Volunteer Recruitment and Support

- Recruit, encourage, and support volunteers to help lead and sustain community activities.
- Provide simple training, coordination, and encouragement so volunteers feel confident welcoming and supporting guests.
- Help develop teams that can take increasing ownership of activities over time.

5. Develop Sustainable Community Initiatives

- Work with church members and volunteers to develop sustainable community activities that can continue beyond the life of the funded post.
- Encourage local leadership and participation so initiatives become embedded within the life of each church and village.

6. Event Coordination

- Assist with the planning, setup, and smooth running of community activities.
- Ensure events are welcoming, well organised, and enjoyable for participants.
- Work with church teams to ensure venues are prepared and left in good order.

7. Health, Safety, and Safeguarding

- Ensure activities operate in accordance with appropriate health and safety guidance, including food hygiene where applicable.

- Follow safeguarding procedures and help ensure safe environments for children, families, and vulnerable adults.

Personal Specification

Essential Qualifications and Skills

Personal Faith and Commitment

A committed Christian with a heart for community engagement and the mission of the local church.

Communication Skills

Able to relate warmly and confidently to people of all ages and backgrounds, both individually and in group settings.

Organisation

Strong organisational skills with the ability to manage activities across multiple locations.

Initiative and Creativity

Able to develop ideas for engaging the community and encouraging participation.

Teamwork

Enjoys working collaboratively with volunteers, church members, and community partners.

Flexibility

Willingness to work flexible hours, including some Sundays and occasional evenings when required. The role involves working across several villages within the Benefice. Access to a car and willingness to travel between locations is essential.

Desired Experience

Community Engagement or Hospitality

Experience in organising community events, hospitality, outreach, or working in a church or volunteer environment.

Volunteer Leadership

Experience supporting, coordinating, or motivating volunteers.

Work with Children or Families

Experience in activities involving children, families, or schools would be an advantage.

Safeguarding

The Benefice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

The postholder will be required to undertake appropriate safeguarding training and ensure that all activities comply with the Church of England's safeguarding policies and procedures.

The role may be subject to an enhanced DBS check.

Occupational Requirement

This role carries a Genuine Occupational Requirement under Schedule 9 of the Equality Act 2010 for the postholder to be a practising Christian, as the role involves supporting the mission and ministry of the Church.