THE LAY COMMUNITY OF SAINT BENEDICT

live holy communion . create holy space . offer holy service

DISCIPLESHIP AND DIGITAL COORDINATOR (TEMPORARY) – JOB DESCRIPTION

The LCSB, a community of Lay Benedictines which celebrated its 50th anniversary in 2021, (www.lcb.uk) plans to recruit a skilled faith-filled person, a Christian, who will be part of the community on a short-term vocational placement. This person will attend community prayer on a regular basis and this placement will be part of his/her own spiritual development. The LCSB will ensure that this person is welcomed and formed in our Benedictine charism, through mentoring and personal accompaniment.

Job title:	Discipleship & Digital Coordinator
Reporting to:	Leader
Status:	Employee, contract of up to one year
Hours:	30 hours per week, flexible hours, will include weekend working
Salary:	£20,495 FTE, pro-rata for hours worked equates to £16,396 pa (plus London allowance for those living in London postcodes)
Workplace:	Working from home
Travel:	Some travel expected, all expenses reimbursed
Safeguarding:	DBS clearance

The mission of the jobholder will be to build programmes for the entire LCSB:

1. DIGITAL

- To schedule and compile content for LCSB's social media platforms (Facebook, Instagram and Twitter).
- To work with/assist graphic designer in creation of flyers/posters/postcards to advertise events.
- To develop the use of the website through the creation of website content and resources for different ages
    - To develop and build on the podcast/blog series.
    - And/or to come up with their own ideas for the creation of digital content and website resources, according to the post-holder's gifts and skills
- To help promote and create digital resources for Lent, Easter, Advent etc.

2. DISCIPLESHIP

To continue to build and facilitate a support network of prayer and relationship for young adults aged 18-35:

- To support the organisation and delivery of the young adults' group, facilitate courses, Bible studies, prayer
- To build a regular rhythm of shared prayer, Benedictine style – musical ability in leading worship would be a real plus
- To oversee the organisation of retreats/weekends away/Cross walks for the Balanced Life Project/ the young adults' group.

- To maintain communication with young adults in the group, checking up on individuals etc.
- Holy Service: integrate young adults into wider community life through service (i.e. leading Sunday worship, organising elements of Easter/Summer gathering).
- To link up young adults with their closest regional group.

3. TEENS

- To work with Teens team leaders to create a support/prayer network for teenagers, and to integrate older teens into the young adults' group.
- To act as a pastoral/discipleship mentor.
- To support the Teens Team in producing teen-focused materials eg Gospel reflections released on website, social media or a series for Advent/Lent.

4. COMMUNITY

- Contribute to the prayer life of the Community.
- Work with volunteers to create programmes for teenage and young adult events at community events such as Easter, Summer Gathering, teenage retreats and regional group meetings.
- Support regional meetings through attending or creating resources for regional groups to use.
- Support the work of Teams & Council
    - The job holder will participate on an agreed basis in the activity of different LCSB teams in a support role
    - Attend quarterly Council meetings and biannual team leaders' meetings
- To represent the Community at wider events and build connections and synergies with other communities and young Benedictine groups.

SUMMARY OF THE ROLE

Main goals:

- Increase engagement of all members of the community, with a focus on the young
- Help develop a generation of young fans of St Benedict
- Develop spirituality and formation including better understanding of Bible literacy within the youth

Essential skills:

- Excellent communicator with experience of liaising with a variety of groups
- Experienced in working with young people
- Able to promote LCSB activities into meaningful communications that can be understood by different audiences
- Self-motivated and shows initiative
- Influencing skills
- Experienced in building a process of digital communication such as podcasts
- Able to shoot and edit video and audio
- Able to maintain a positive approach in a conflicting situation
- Able to prioritise work and adhere to deadlines
- Able to travel through the UK, either by public or own transport
- Ability to work within the community values of the LCSB
- Understanding of confidentiality and the associated legal and policy requirements

Preferable skills:

- Musical skills (eg singer, instrumentalist..)
- Knowledge of the LCSB and its ethos
- Ability to update website, knowledge of Wix is a plus
- Experience in using Graphic Design software such as Indesign or Affinity
- Experience of using social media (e.g. Facebook, Twitter, Snapchat, Instagram, etc) and video sharing websites (e.g. YouTube, Vimeo, Tik Tok)
- Experience of using online meeting options (e.g. Zoom, Skype, Facetime)

Example of week-by-week tasks:

- Social media content
    - weekly community events
    - reflections/prayer ideas (freedom to be creative within that)
- Keep youth section of website up to date (young adult/teen/kids)
- Work on podcast/video series
- Teens Gospel reflection
- Organisation of events
- Resource creation

JOB DESCRIPTION
Whilst this job description seeks to list all relevant duties, the job holder will also be expected to adapt and undertake any other duties which may be required from time to time.

TRAINING AND ONGOING DEVELOPMENT
The LCSB requires all staff to adhere to any necessary statutory training requirements and updates that may be needed from time to time.

HEALTH AND SAFETY
The LCSB has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the LCSB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The LCSB's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

RISK MANAGEMENT
It is a standard element of the role, and responsibility of all staff of the LCSB, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

SAFEGUARDING
Ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

CONFIDENTIALITY AND SECURITY
The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

THE LCSB IS AN EQUAL OPPORTUNITIES EMPLOYER