

Creative Arts & Faith
Community Producer

**Application Pack
2025**

St Andrew's
Methodist Church



POST OF CREATIVE ARTS AND FAITH COMMUNITY PRODUCER

Dear Applicant

Thank you for your interest in the role of Creative Arts and Faith Community Producer at St Andrews Methodist Church, Worcester.

St Andrew's is a small, welcoming and inclusive church congregation, committed to sharing the love of God in the city centre. Our own website is currently being updated. However, more information about the Methodist church can be found here: <https://www.methodist.org.uk>.

We are seeking a Community Producer to help us connect with the wider Worcester community through developing our unique city centre premises as a place to explore faith and spirituality through hospitality and the creative arts (exhibitions, workshops performances etc).

We believe this is an exciting opportunity for someone who is passionate about the potential of the creative arts to create space for conversation, connection and well-being, who also shares our desire to share the faith openly and authentically. We are particularly keen to hear from you if you are a creative practitioner with a background in the arts and community engagement, and are motivated by the prospect of shaping this new venture to enable St Andrew's to become a credible and active Christian presence in the creative arts in Worcester. As this role will require the post holder to share our vision, an occupational requirement exists for the postholder to be a practising Christian.

The role description and person specification are included in this pack, with fillable application and equality and diversity monitoring forms sent as separate attachments. If you would like to discuss the role further, please contact Corinne Brown on corinne.brown@methodist.org.uk (Tel: 01905 767025).

If you wish to apply for the role, please send your completed application and EDI monitoring forms to recruitsworcs@gmail.com by **9th May**. Please ensure your application demonstrates how you will meet the essential criteria in the person specification, as this will form the basis for our shortlisting process.

If your application is successful, we will contact you with interview details by **22nd May**. Interviews will take place **on 2nd June** at St Andrew's Methodist Church. If you do not hear from us by **26th May**, please assume that on this occasion you have not been shortlisted.

We look forward to receiving your application.

Yours sincerely,



Deacon Corinne Brown

*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.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice>

JOB DESCRIPTION

Job Title	Creative Arts and Faith Community Producer
Employing Body	St Andrew's Methodist Church, S. Worcs. Circuit
Location	St Andrew's Methodist Church, Pump Steet, Worcester/Home-based
Term	Three years fixed term

It is an occupational requirement the successful applicant is a professing and practising Christian under the Equality Act 2010.

Purpose & Objectives

St Andrew's Methodist Church is a small, but welcoming and inclusive church congregation situated in Worcester city centre. Part of the wider Methodist Church in Britain, the church is part of the South Worcestershire Methodist Circuit and Birmingham Methodist District.

The church is seeking to connect with the wider Worcester community through offering its unique large city centre premises as a place to explore faith and spirituality through hospitality and the creative arts. It is hoped its space will be used for exhibitions, performances, workshops, creative community engagement and worship to enable those of all faiths and none to consider spiritual themes in an invitational, inclusive and participatory way. In so doing, it hopes to become a credible and active Christian presence in the creative arts in Worcester.

The role holder will work alongside the Trustees of St. Andrew's to develop and contribute to this vision. Together they will devise and deliver a high-quality programme of exhibitions, events, workshops and discussions over the next three years. They will support the development, production and exhibition of artists' work whilst integrating and generating dialogue between community activity and faith exploration. To further the impact of the vision the role holder will develop and nurture relationships and partnerships with arts organisations, artists, churches, Worcester University, local schools, community groups, and Worcester residents, whilst seeking to integrate the core strands of faith, hospitality and the creative arts.

Core Responsibilities

The Creative Arts and Faith Community Producer will work with the Trustees to:

- 1) Consolidate and develop good partnerships with local creative practitioners, city-centre stakeholders and ecumenical partners;
- 2) Develop a sustainable programme of creative events in collaboration with local creative arts practitioners, city-centre stakeholders and ecumenical partners to promote creative and open exploration of faith, meaning and purpose;
- 3) Identify income streams and funding opportunities for such events;
- 4) Develop community engagement through marketing and community outreach activities;
- 5) Oversee and lead arts and creative community engagement initiatives - coordinating the preparation, organisation, marketing and supervision of events where appropriate;

- 6) Work with faith and community partners to generate dialogue between community arts activities and faith exploration;
- 7) Work with St Andrew's Trustees to develop a sustainable model between commercial activities and those which promote community/faith engagement to enable the church to become a flourishing creative arts hub in the city with faith at its core.

Additional responsibilities

- Attend quarterly meetings with the Trustees. Other meetings to be attended when requested.
- Keep adequate records of contacts and of work undertaken in accordance with Methodist Church policies and procedures.
- Be familiar with and ensure compliance with Methodist policies relevant to the post (e.g. Safeguarding, GDPR and data protection legislation, health and safety, EDI).
- In liaison with the line-manager be able to generate own workload, complete timesheet and perform administrative tasks associated with the role.
- Any other duties and responsibilities, identified by the Minister/Trustees, as are within the capabilities and level of responsibility of the post holder, to meet the needs of the role.

Management

The line manager for this post will be the coordinating Methodist Minister (Deacon) at St Andrew's who will provide direction for the work and meet with the employee to:

- become familiar with the work of this post;
- work with the post holder to determine priorities and direction for the work;
- monitor and evaluate progress with the employee on a regular basis.

Terms and Conditions

- Term of appointment: 3 years fixed term.
- Salary: £30,000 - £34,000 p.a. (depending on experience) pro rata.
- Working hours: Part Time (20 hours over 3 days minimum).
On a variable and flexible pattern (over a period of up to 5 days per week Monday-Sunday inclusive).
- All reasonable expenses will be reimbursed.
- 28 days statutory annual leave entitlement per year (inc. bank holiday days) pro rata (112 hours).

The appointment will be subject to:

- a satisfactory Enhanced DBS disclosure;
- satisfactory references;
- the satisfactory completion of a three-month probationary period.

PERSON SPECIFICATION

CREATIVE ARTS & FAITH COMMUNITY PRODUCER

Essential	Desirable	Assessment
It is an occupational requirement the successful applicant is a professing and practising Christian under the Equality Act 2010.		A, I
Educational /Vocational Qualifications		
Appropriate undergraduate Diploma or Degree, NVQ 4 or experience of working in a role with equivalent experience.		Q
	Proficient in one or more artistic disciplines.	A, I, Q
	Higher level qualification in Christian Mission or related subject.	Q
Proven abilities, knowledge & skills		
Excellent spoken and written English.		A, I
The ability to use Microsoft Office and or other digital tools and platforms.		A
Able to interact professionally with a wide range of stakeholders – including members of the public and children.		A, I
Ability to build and maintain effective partnerships.		A, I
Organisational and project management skills – including successful delivery of diverse projects on time and within budget.		A, I
	Knowledge & understanding of the use of social media platforms to develop community engagement	A, I
	Knowledge & understanding of the creative arts sector & its funding structures.	A, I
	Knowledge of Methodist policies relevant to post – such as Safeguarding, Health & Safety, GDPR.	A, I

Experience		
Open & collaborative team working.		A, I
Working with volunteers		A, I
Delivery & management of creative arts activities & events.		A, I
	Recruiting and supporting volunteers	A, I
	Developing, marketing and leading creative arts and community engagement programmes.	A, I
	Working with both faith and community partners to generate open dialogue and engagement with faith and spirituality.	A, I
	Identifying and writing high-quality successful funding applications.	A, I
Personal Qualities		
Willing and motivated to work without supervision and using own initiative.		A, I
Understanding & supportive of the work and mission of the Methodist Church.		A, I
A desire to enable exploration of spirituality and the Christian faith through the creative arts.		A, I
Proven commitment to equality, diversity and inclusion.		A, I
Proven commitment to social justice.		A, I
	A giftedness and passion for sharing and exploring Christian faith in ways that make sense to people unfamiliar with the Christian Church.	A, I
Specialist qualities or aptitudes		
Ability to work flexibly to meet the needs of our organisation (including some weekends and occasional evenings).		A, I
Satisfactory Enhanced disclosure from the Disclosure & Barring Service.		DBS Application

Method of Assessment

A – Application Form I – Interview W – Written exercise P – Presentation
 Q – Proof of qualification (certificates or transcripts)