



Parish of  
**St Peter Woking**  
St Peter's · St Mark's · All Souls'

## Job Description

- Job Title:** Community Worker, Parish of St Peter Woking
- Reports to:** Vicar and PCC
- Salary:** £27,000-£29,000 pro rata, depending on qualifications and experience
- Hours of Work:** 15-18 hours per week, across 2-4 days, including minimum 10 hours across Tuesdays and Wednesdays (with flexibility to suit the candidate). Will include occasional Sundays and evenings
- Annual leave:** 22 days plus Bank Holidays, pro rata, although you may be occasionally expected to work on some, in which case time can be taken off in lieu.
- Contract term:** Fixed Term Contract for 3 years, with hope to extend
- DBS Requirement:** Enhanced check
- Normal Place of Work:** Parish office / home / church buildings
- Background:** The Parish of St Peter Woking consists of three churches: the Parish Church St Peter's, Old Woking, St Mark's Westfield and All Souls' Sutton Green. Our vision is to Shine Out, Guide In and Welcome Home. We wish to see church and community working together to enrich the lives of all who live within the parish, to bring in the Kingdom, and let Christ be known to all. We have a number of community ministries we wish to develop to help people know the love of Christ for themselves.
- Person profile:**

### Essential

- A confident self-starter with a lively Christian faith
- Passionate about sharing the Gospel
- Experience of organising community activities for a range of different participants
- Experience of outreach
- Good communication skills
- Ability to organise own work and agenda.
- Must be a team player
- Able to get on well with a wide range of ages and backgrounds
- Good at motivating and encouraging others
- Creative ways of engaging with people of all ages
- Awareness of and abides by national and local safeguarding practice
- A person of prayer whose character and lifestyle is fully consistent with their Christian faith and the church's open evangelical ethos.

### Desirable

- Confident using social media and creating publicity
- Qualification in Food Hygiene, First Aid

It is an Occupational Requirement of the post that the applicant is a practising Christian and is happy to serve in an Anglican context.

**Job profile:** To be part of the ministry team which seeks to lead, inspire and encourage the three churches of the parish in its work of reaching out with God's love to the community. A main focus of the role is to build on relationships with our existing community work to grow people spiritually and enable them to become part of our worshipping community.

**Principal duties:**

### Leadership

- Work with the leadership team to develop strategies to implement the parish's vision for community outreach.
- Be responsible for leading the Refresh Café drop-in café for families and youth
- Be responsible for strategic development of the Community Fridge project
- Be responsible for overseeing the Community Garden at St Mark's
- Provide ongoing support, training, and encouragement to those volunteering their time to the church's community mission.

### Outreach

- Develop and implement pathways to enable the 'casual' visitor to encounter the love of Christ and to become His disciple
- Actively develop relations with people involved church-run activities, such as Tots toddlers, Refresh Café, Community Fridge, Community Garden and Connections Cafe
- Co-ordinate and lead one-off events as required, such as Pancake Café and our Light Beacon, a Hallowe'en alternative etc
- Look for new sustainable initiatives to bring the gospel to the local community
- Occasionally, as required, proactively explore and facilitate grant funding that supports parish-based initiatives targeted at meeting identified needs and initiatives that are locally owned

### General

- Be a member of the staff team and take part in staff and PCC meetings.
- Carry out duties in line with Parish's policies and procedures, including safeguarding, data protection, health and safety, racial diversity and equal opportunities

**Date:** 23 June 2026

**Note –** this Job Description does not form part of the Contract of Employment, and will be reviewed on an annual basis.