



# North Western Synod Newsletter

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# Merry Christmas from all at NW Synod !

Dear Friends,

The North Western Synod Office will close at 1pm on Tuesday 23rd December and will reopen at 9am on Monday 5th January.

Telephone answer-phone messages can be left but will not be dealt with until the Synod Office reopens in January.

**Merry  
Christmas!**

**May peace and Joy be yours, in the Advent  
journey and the celebrations of  
Christmas.**

**From all at the North Western Synod we  
wish you a  
Merry Christmas and a Happy New Year.**

## Crafty Christmas at Chorlton Central Church

Huge thanks to everyone who helped to make our Crafty Christmas such a fun and welcoming event last weekend! Special thanks to Emma S for all her preparation and coordination!





## News from Radcliffe and Stand URC

On Sunday 8th December at Radcliffe and Stand URC the Rev'd Richard Bradley conducted our service to bring 8 new members into our fellowship, including 5 members who were by transfer from Besses o' th' Barn URC which has now sadly closed. We are very pleased to welcome them into the church family.

**Giles Robinson**

**Secretary - Radcliffe and Stand URC**



## Experience Advent Event at Gatley URC

Our Experience Advent Event was held at Gatley United Reformed Church and we were delighted to host Gatley Primary School and Elm Road Pre-School. Across the morning, we welcomed over 100 children into our building for an interactive, story-based journey through Advent, exploring the themes of Hope, Peace, Love, and Joy.

The event was led by Rev'd Stephanie Atkins, who thoughtfully adapted the Experience Advent content to suit the ages and needs of the children attending. In the weeks leading up to the event, Steph worked closely with staff from Gatley Primary to ensure the session was inclusive, safe, and accessible. A lot of care was taken around student ratios, additional needs, allergy requirements, timings, quiet-space planning, and coordinating a large number of very young children.



We were also blessed with the support of a fantastic volunteer team, whose hard work made the event run so smoothly. Our thanks go to Pastor K, Liz Delafield, Alison Haigh, Kelly Gibson, Lottie Gibson, and the two Year 9 helpers from Kingsway High School, Theo and Oliver, whose creativity and enthusiasm made a huge contribution to the morning. Their teamwork, care, and calm presence were invaluable in managing over 100 young children across multiple spaces.





We were thrilled to receive extremely positive feedback from the school. After the session, Colette Lowe, Acting SENCO at Gatley Primary, sent the following message:

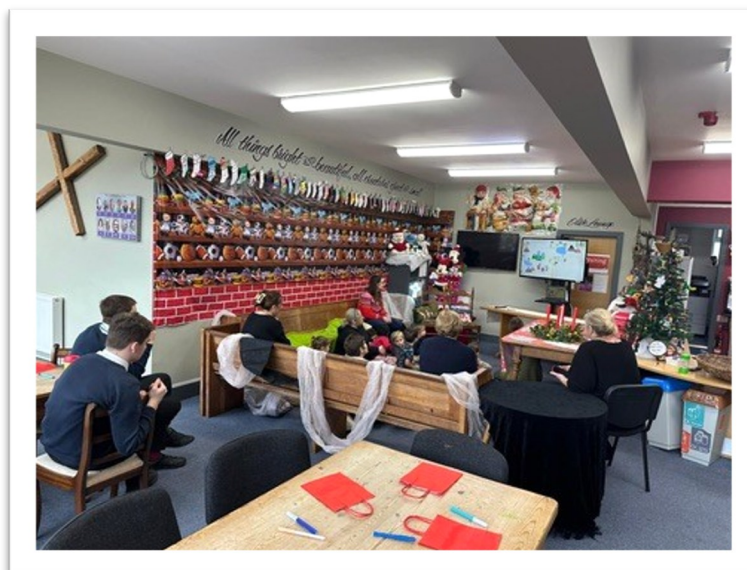
“It was absolutely perfect and the children loved it! They have come back to school with a spring in their step, with some children saying ‘this has been the best day ever’. It truly was a magical experience for the children. Thank you so much.”

Teachers and support staff expressed deep appreciation for how smoothly the morning ran and for the welcoming, uplifting atmosphere created by everyone involved. The success of the event is a testament to Steph’s leadership, the support of our volunteers and property team, and the strong partnership between Gatley URC and our local schools.

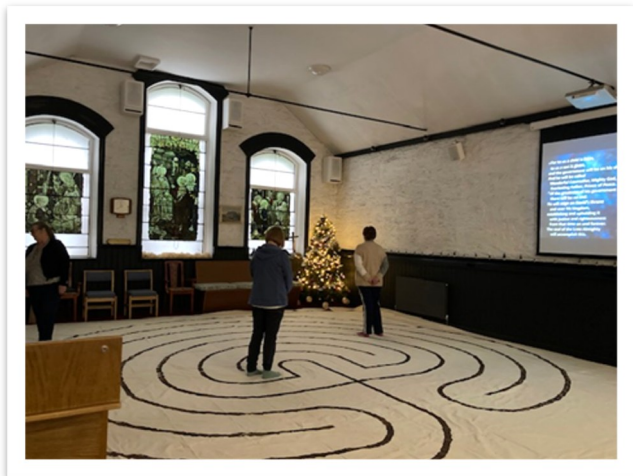
We are incredibly proud of how Gatley URC has been able to serve our local community through this event. It strengthened our ongoing relationships with local families and educators and provided a joyful, meaningful Advent Experience for the children.

**Gina Gibson**

**Gatley United Reformed Church**



## Advent at Hallfold



On Saturday 29<sup>th</sup> November Hallfold URC invited people to join them for a day of relaxation, before the busy madness of December, at an Advent prayer labyrinth.

With the scents of frankincense and myrrh filling the church and the sound of carols being strummed quietly on a guitar (the music was recorded, someone was not forced to sit and play non-stop for hours), the hope was to ease people quietly into the Christmas spirit.

There was a space to write down any thoughts that people wanted to take away with them, along with finger labyrinths for anyone who didn't walk the big labyrinth.

With a short scripture quote from Isaiah on the screens and the option to participate in a Lectio Divina on 'The Song of Mary' (Luke 1:46-55) there was plenty of opportunity to contemplate the meaning of Advent and be reminded of who we are preparing for.

**6 For to us a child is born,  
to us a son is given,  
and the government will be on his shoulders.  
And he will be called  
Wonderful Counsellor, Mighty God,  
Everlasting Father, Prince of Peace.  
7 Of the greatness of his government and peace  
there will be no end.  
He will reign on David's throne  
and over his kingdom,  
establishing and upholding it  
with justice and righteousness  
from that time on and forever.  
The zeal of the LORD Almighty  
will accomplish this.**

Isaiah 9:6-7





## 'Le Valli Valdesi' - The Waldensian Calendar for 2026

The Waldensian Church is the Protestant Church in Italy and a long-standing partner of the United Reformed Church. The church produces an annual calendar, for 2026 it includes photographs of the Waldensian Valleys by Alessandro Colucci, a message from the Moderator of the Waldensian board, and descriptions of twelve historic churches of the Valleys.

With the calendar will be the directory of the Waldensian and other churches in the Federation of the Protestant churches.

**£18.00 each (including postage and packing)**

Special deals: £32 (incl. p&p) for two or £46 (incl. p&p) for three posted to the same address; £14.50 each if you can collect it in Chorlton, Manchester

Please send your order with a cheque, payable to the URC Waldensian Fellowship, to:

George Morton, 4 St. Annes Road, Manchester M21 8TD

Alternatively, send the order by email to [g.morton50@ntlworld.com](mailto:g.morton50@ntlworld.com) and the payment to the Fellowship bank account (United Reformed Church Waldensian Fellowship, sort code 20-01-96; account no. 60088390).

***Encourage interest in the Waldensians by sending one or two to your friends!***

***We can send a calendar as your gift - send us the address/addresses with your order.***

Please supply \_\_\_\_\_ 'Le Valli Valdesi' calendars for 2026

**Name** .....

**Address** .....

.....

.....

..... **Postcode:** .....

I enclose a cheque for £ \_\_\_\_\_ *(delete if paying directly to the bank account)*

# Sacrament Training

Please note change of time for the Baptism training on 20th January—now 1pm to 2.30pm.

To book your place please contact Kerry at [office@nwsynod.org.uk](mailto:office@nwsynod.org.uk)



**SACRAMENT TRAINING ONLINE DATES  
2025-2026**

Baptism - 20 January 1pm to 2.30pm

Funerals - 17 February 12pm to 1.30pm

Weddings - 24 March 12pm to 1.30pm

**TRAINING WITH**  
REVD ROB HOCH-YIDOKODILTONA

PLEASE CONTACT KERRY TO BOOK [OFFICE@NWSYNOD.ORG.UK](mailto:OFFICE@NWSYNOD.ORG.UK)





# Safeguarding Training



Please click [here](#) for the amended URC Levels of Mandatory Safeguarding Training Matrix (England).

## Safeguarding Foundation E-Learning Course

Please click on the following link to access the module: [Safeguarding Foundation Course](#)

## Introduction to Safeguarding E-Learning Course

Designed for those who are asked to do Foundation Level training **but who already come with a background in safeguarding and have completed training within a professional organisation in the previous three years**. This course does not look at the signs and symptoms of abuse - if you need information on this you will need to complete Foundation level training (see above). Please click on the link to access this online course:

[An Introduction to Safeguarding in the URC](#)

## Online + Face-to-Face Safeguarding Training

Please book your place by emailing Joanne at [helpdesk@nwsynod.org.uk](mailto:helpdesk@nwsynod.org.uk) providing your full name, your church, your role and your preferred course (level, date and time).

## Intermediate Safeguarding Training

**Thursday 12<sup>th</sup> February 2026 - 6.00pm to 8.00pm - Face-to-Face at Thomas Risley URC**

Glover Road, Birchwood, Warrington, WA3 7PH

## Combined Foundation + Intermediate Safeguarding Training

Combines both Foundation and Intermediate modules **instead of** completing the E-Learning Foundation course **and** the Intermediate course.

**Wednesday 21<sup>st</sup> January 2026 - 1.00pm to 3.30pm - Face-to-Face at Blacon URC**

121 Saughall Road, Blacon, Chester, CH1 5ET

**Tuesday 27<sup>th</sup> January 2026 - 2.00pm - 4.30pm - Face-to-Face at St George's URC**

Northway, Maghull, Liverpool, L31 7BG

**Tuesday 17<sup>th</sup> February 2026 - 6.00pm to 8.30pm - Face-to-Face at Christ Church URC Haydock**

West End Road, Haydock, WA11 0AX

**Monday 2<sup>nd</sup> March 2026 – 6.00pm to 8.30pm – Online**

**Monday 16<sup>th</sup> March 2026 – 1.00pm to 3.30pm – Online**



## Advanced Safeguarding Training

**Advanced training will now be delivered in ONE session.**

The next training sessions are:

**Online Advanced - Wed 25th February 2026 - 6pm-9.15pm**

**Online Advanced - Mon 13th April 2026 - 6pm-9.15pm**

## Church House Additional Training

Church House **ADDITIONAL** training dates for 2026 can be found [here](#).

Make your booking by emailing: [Emma.Pearce@urc.org.uk](mailto:Emma.Pearce@urc.org.uk) stating your name, church, role and course preference.

## URC Learning Hub

For more information about the courses and resources available on the URC Learning Hub please click [here](#).

## Newsletter from the URC Safeguarding Team

The quarterly Newsletters from the URC Safeguarding Team contain useful information and updates on all things Safeguarding. To access the latest editions please click [here](#)

## Safeguarding Contacts

**Yvette Hansbury-Robinson** - Synod Safeguarding Officer - [safeguarding@nwsynod.org.uk](mailto:safeguarding@nwsynod.org.uk)

**General Safeguarding Queries** - relating to safeguarding training and/or DBS, please email the Safeguarding Team on [helpdesk@nwsynod.org.uk](mailto:helpdesk@nwsynod.org.uk)

**“Safeguarding is a whole church responsibility”**



# Advanced Safeguarding Training for Ministers

Please email [carrie.kaunda@urc.org](mailto:carrie.kaunda@urc.org) for further information.



Please email  
[carrie.kaunda@urc.org](mailto:carrie.kaunda@urc.org)  
with any questions.



## Minister's Advanced Safeguarding Training

### **Each course will last 4.5 hours, delivered across 2 Zoom sessions**

Please click the link below the relevant date to go to the booking form.

The zoom link will then be sent the week before.

Thursday 15<sup>th</sup> Jan 1-3pm and Thursday 22<sup>nd</sup> Jan 1-3.30pm

[Booking Form for Advanced Training for Ministers March – Fill in form](#)

Tuesday 3<sup>rd</sup> March 10am-12noon and Tuesday 10<sup>th</sup> March 10am-12.30pm

[Booking Form for Advanced Training for Ministers March – Fill in form](#)

Wednesday 6 May 1-3pm and Wednesday 13<sup>th</sup> May 1-3.30pm

[Booking Form for Advanced Training for Ministers May – Fill in form](#)

Monday 5<sup>th</sup> October 1-3pm and Monday 12<sup>th</sup> October 1-3.30pm

[Booking Form for Advanced Training for Ministers October – Fill in form](#)

## Worship for Mission: Baptise and nurture discipleship

During 2026 churches in East Cheshire and Derbyshire Borders plan to reflect on the Five Marks of Mission with their worship groups during Sunday worship. To assist with this, we plan to run a series of six workshops throughout 2026 to assist with planning a service of worship around the theme.

Others who lead worship in their churches would be welcome to come and join us.

The first will be: **Tuesday 6<sup>th</sup> January 2026 (In person - Hazel Grove/Short Street URC)**  
**Wednesday 7<sup>th</sup> January (Online - Zoom)**

To begin the year, when we reflect on the baptism of Jesus and the beginning of his ministry including the call of disciples, our theme will be: **Baptise and nurture discipleship**. (Teach)  
How can we nurture one another in our discipleship? What about new disciples, those on the edges of our churches? Children and young people? How is baptism about mission? Maybe you have questions of your own that you would like to reflect on.

Please bring with you any resources that would support you in developing a service of worship on this theme. This will be a practical session. By the end of the session, you should come away with a plan for your service. This could be a thematic stand alone service, and would not necessarily be tied to a particular week in the lectionary, so could be a useful one to have whenever you are planned to preach.

Contact [liz.delafield@nwsynod.org.uk](mailto:liz.delafield@nwsynod.org.uk) to let us know you are coming.



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)



## Save the Dates! - Book reading group

**What's the event?** A book reading group. As we think about our New Year's Resolutions, **James Clear's *Atomic Habits: Tiny Changes, Remarkable Results***, delivers an inspiring and highly accessible blueprint of stories and principles for achieving our goals.

**Who is this for?** Anyone who wants and has struggled to achieve their goals in ministry, vocation, or personal life, but especially for lay and ordained who want to see whole life growth in evangelism, social justice, mission, spirituality, and community building.

**When and how do we meet?** By **Zoom**, on the **second Tuesday of each month**, beginning on **13th January 2025 from 12:00 to 1:30p.m.**

We will meet again at the same time on **10th February, 10th March, 14th April, 9th June and 14th July.**

To be compliant with copyright law, each member of the group is asked to get a copy of the book, listed at **£8.99** on **Amazon** which is linked [here](#).

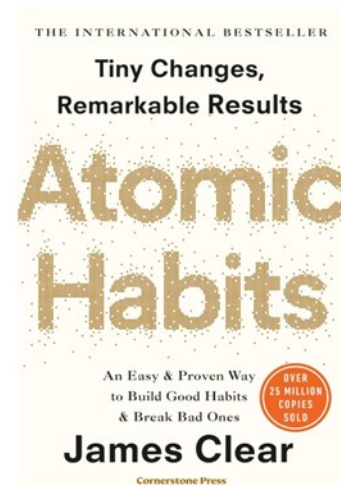
**How will we read the book?** Most reading groups ask you to do advance reading before you meet. Not here. In this group, *you don't need to "keep up" with the reading; just show up.* How is that possible? Each time we meet, we will nominate a group of readers. These readers will read aloud for a total of about 35-40 minutes. We will take a ten-minute wiggle break and return to talk about what questions or possibilities the reading has raised for us.

**Want to know more about James Clear?** Go to this YouTube for his TedTalk:

<https://jamesclear.com/atomic-habits>

**More information?** Contact Rob Hoch-Yidokodilona, Training and Learning Mentor for NWS at [learningmentor@nwsynod.org.uk](mailto:learningmentor@nwsynod.org.uk)

Please book your place with Kerry at the Synod Office at [office@nwsynod.org.uk](mailto:office@nwsynod.org.uk)



## Stepwise Faith Filled Worship 2026

Please contact Liz Delafield @ [liz.delafield@nwsynod.org.uk](mailto:liz.delafield@nwsynod.org.uk) for further information and to book your place.

For more information about the themes and topics covered please click [here](#) and read about:

### 2. Faith Filled Worship



## Stepwise Faith filled worship 2026

- Want to develop your skills as a worship leader or preacher?
- An opportunity to work with the Mission and Discipleship Mentors, and other worship leaders.
- Explore different forms of worship.
- This course is the main URC pathway towards becoming a locally recognised worship leader.



- The course will take place via zoom, with an in person awayday towards the end of the course.
- 1 session per month, on 4<sup>th</sup> Monday of each month 7pm, starting on 26<sup>th</sup> January.
- 12 sessions in total. See the course outline for details.
- Let us know that you are interested by 18<sup>th</sup> December 2025 so we can register you for the course.
- If you are interested but these arrangements are not suitable, let us know as there may be other opportunities.



Contact  
[liz.delafield@nwsynod.org.uk](mailto:liz.delafield@nwsynod.org.uk) to  
register for this course.



## FaithTalk webinar – Preparing for Easter



Join us on Wednesday 28th January 2026 from 7-8pm.

We will gather to chat about ways we can engage those around us in the Easter story, and its power to transform lives. Do join us for the conversation, ready to share ideas and resources that you have used.

Please register for the webinar [here](#).

## NWS Table Talk

For more information or to book your place, please contact Kerry at [office@nwsynod.org.uk](mailto:office@nwsynod.org.uk).

### *Table Talk in the NWS*

As a part of NWS Table Talk series, please join Rob Hoch-Yidokodilona, Training and Learning Mentor (NWS) and AALP Tutor for Luther Theological College for a conversation on the topic of Pulpit Talk for Climate Justice and Creation Repair.



Thursday, 29 January,  
11am - 12:30pm  
in person at the Synod  
Office or online by Zoom

RSVP [office@nwsynod.org.uk](mailto:office@nwsynod.org.uk)

## Interim Moderator Training

For those either serving as Steering Group Convenors or considering the role, we have a training session booked on 23<sup>rd</sup> February 2026 from 10am to 2pm at the NW Synod Office.

Please let me know if you wish to attend, lunch will also be provided (please note any dietary requirements).

This training is available to those who might consider offering to do the Interim Moderator role, as well as those simply wanting to explore it further.

Any additional questions? Email Rob Hoch at:

[learningmentor@nwsynod.org.uk](mailto:learningmentor@nwsynod.org.uk)

Best wishes

**Kerry Later | Office Manager & Moderator PA**

E: [office@nwsynod.org.uk](mailto:office@nwsynod.org.uk)



## Joint URC - Pfalz Advent Service

The annual online Advent Service with the URC's partner churches in the Pfalz region of Germany will be on Sunday evening, 14th December, 6.00 to 7.00 pm.

The service will be in English and German (with subtitles).

This is an excellent opportunity to meet with our German friends, with the facility for conversations during the service in break-out rooms. It will be hosted by the URC's online church, yo**UR**Church.

Join using the **Meeting ID 965 1457 5443** and the Passcode **YourChurch**, or click on the link: <https://bit.ly/2Tf1EUk>



## Lancashire Carers Sing Christmas



Earlier this month Graham Liver of Radio Lancashire officially launched this year's "Lancashire Carers Sing Christmas". The programme will be broadcast live for the Blackburn Studio at midday on Thursday 18<sup>th</sup> December.

This is ideal for churches and groups that host lunch clubs. Other groups can host an event at a later time or date via BBC Sounds. All that is needed is a good sound system for your radio or computer.

There is a flyer for your church on the following page, and the below link will take you to the resources for the event, including a form for you to register a local venue:

[Lancashire Carers Sing Christmas | Churches Together in Lancashire](#)

We would also love to hear from you either ahead of or during the programme. We will give a "shout out" to any church or group hosting an event or any individual who wants to send in a message. It would be lovely to hear from you about your good news story of care in the community.

You can text us on: **81333**, starting your text with the word Lancs....

Or on What's App: **08000 321 333**

Wishing you a blessed journey through Advent to Christmas.

As ever

Anton

**The Revd Anton Muller MA**  
**County Ecumenical Officer**  
**Churches Together in Lancashire**



Thursday 18<sup>th</sup> December Midday

Live from the Studios of BBC Radio Lancashire Blackburn



Calling all Carers at Christmas  
A special broadcast sharing  
the stories of those who offer  
care for others at Christmas



With the combined Lancashire Bands of  
The Salvation Army, the Blackburn People's Choir  
and special guests

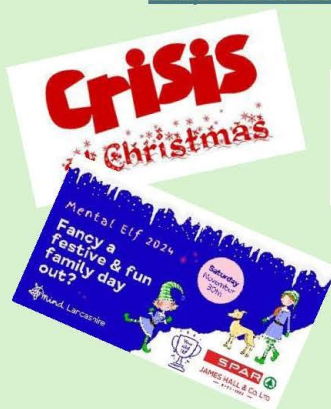


Join the service live at midday or  
Hold your own local event at  
a time or venue of your choice with  
BBC Sounds



Download the carol sheet  
Register a venue at:

<https://www.ctlancashire.org.uk/lancashire-carers-sing-christmas-2025/>



To tune into [BBC Radio Lancashire](#), use [95.5 FM](#) for East Lancashire, [103.9 FM](#) for Central and West Lancashire, and [104.5 FM](#) for Morecambe Bay. You can also listen on [DAB digital radio](#) (check availability in your area), on [Freeview channel 712](#), or online via the BBC website or other radio apps.



## Online Acorn Retreat



### Stories of God at Work in the North-Western Synod

Wednesday 28th January | 7:30pm–9:00pm

With **Michael Harvey, Lawrence Moore & Richard Bradley**

Come and be refreshed, encouraged, and surprised by how God is moving through ordinary people taking simple Acorn steps.

This online retreat will gather participants from across the URC North Western Synod to share **real stories** of transformation—moments of courage, unexpected conversations, holy coincidences, and the gentle power of God working through everyday lives.

Led by **Michael Harvey, Lawrence Moore, and Richard Bradley**, the evening will be filled with **humour, joy, and plenty of hope** as we hear what the Spirit is doing in and through us.

Whether you're new to Acorn or have been practising it for months, this is a chance to:

- Be inspired by testimonies from Acorn groups
- Celebrate God's faithfulness across the Synod
- Find fresh courage for your own next step
- Enjoy community with others on the journey

**All are welcome — come expectant, open, and ready to be encouraged.**

### Online Acorn Retreat

Join Zoom Meeting:

<https://us06web.zoom.us/j/83864573411>

Meeting ID: 838 6457 3411

*If possible, please let Michael know you plan to attend @ [michael@unlockingthegrowth.com](mailto:michael@unlockingthegrowth.com)*

## Rev'd Janet Calderley's Memorial Service



A memorial service was hosted by Elswick URC on 26<sup>th</sup> November to commemorate the life of the Rev'd Janet Calderley who was taken home on 3<sup>rd</sup> October. The service was led jointly by the Rev'd Daleen ten Cate and the Rev'd Jim Williams.

The service was attended by Janet's family and around 80 members from the Lancashire West and North Missional Partnerships. Alan, Janet's brother, shared with us childhood photos of Janet (please see below).



During the service representatives from the churches served by Janet came forward with an item or object and shared memories about Janet and how the item related to the various memories of Janet and her ministry in the Lancashire West Missional Partnership.

Later in the service Rev'd Daleen lit a candle to represent Janet's life, and with this candle she lit candles held by Janet's family and the representatives. Eventually these candles were put out, but Janet's remained alight - symbolising that the light that Janet brought will continue through the churches and people she touched.

The service was concluded by Chris Phair leading us out of the church with the powerful and emotive sound of bagpipes. After the service refreshments were served and more memories were shared. Our gratitude goes to Elswick URC for their warm welcome and the hospitality they provided.

The Rev'd Janet Calderley was one of a kind and will never be forgotten. She was indeed a faithful servant.

***Written by Joyce Phair, Elder of St Annes URC***





## 26 in 26



**“Let justice roll on like a river and righteousness like an ever flowing stream” (Amos 5:24)**

Could your church further strengthen your commitment to social justice in 2026?

Church Action on Poverty and Christian Aid are inviting you to be part of their joint project “26 in 26”

They’ve produced an interactive poster resource for churches, suggesting 26 practical actions that your church could take next year, to deepen your understanding of a range of issues and to make regular action an ongoing part of your church life.

You can order the poster at [26 in 26 Campaign](#)

**Mike Hart**

**Transformation Director**

## Place for Hope & the North Western Synod

This video introduces a new partnership between the North Western Synod and Place for Hope offering free mediation, facilitated conversations, and one-to-one conflict coaching to help churches handle disputes, long-standing hotspots, and difficult conversations constructively.

Listeners learn how the service works, how to refer a case (contact the Deputy Synod Clerk - Claire MacIntyre or the Programme Lead - Martha Hunt), the confidential process, and the benefits of early intervention to restore relationships and strengthen church communities.

Click [here](#) to watch the video.

You can also listen to it as a podcast - click [here](#).



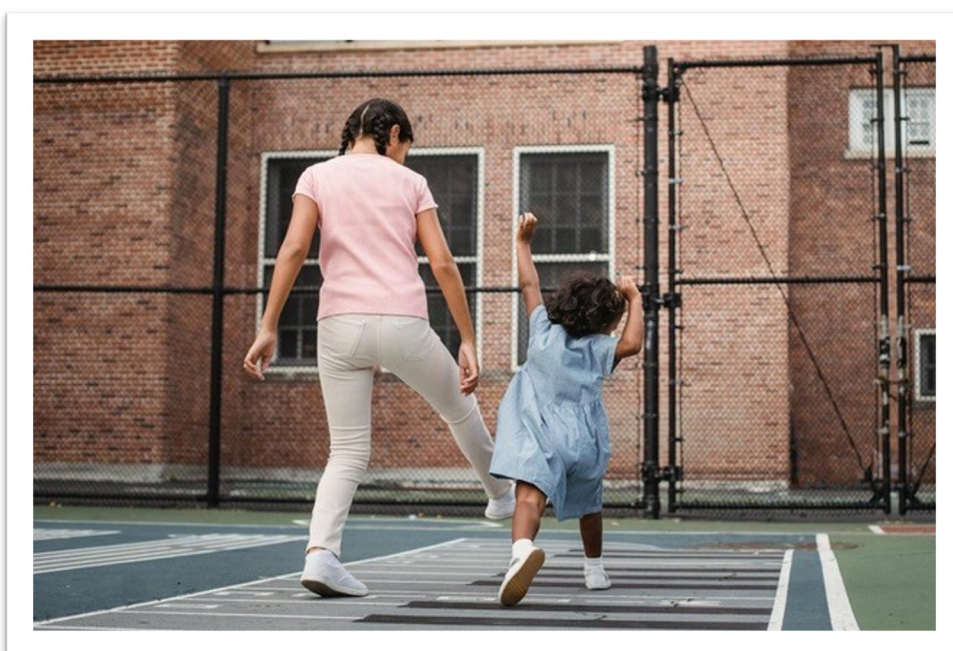
## Senior Faith Leaders issue joint response to Child Poverty Strategy

Senior faith leaders have issued a joint response to the government's recently published Child Poverty Strategy.

In it, they welcome the most significant policy change in the strategy, the removal of the two-child limit on benefits, which is set to directly lift 450,000 children out of poverty by the end of the decade. Faith groups had campaigned against the limit since its inception.

Signatories to the statement include Bishops representing the Church of England and Roman Catholic Church, Senior Rabbi Jonathan Wittenberg, leaders from the Church of Scotland, Baptist Union, Methodist Church and United Reformed Church, a representative of Sikhs in Scotland, and the Territorial Leaders of the Salvation Army.

To find out more and to read the full statement please click [here](#).





# Request for Tech-Savvy Volunteers



## **Tech-Savvy Volunteers Wanted!** **Join the North Western Synod Hybrid Tech Team**

Do you enjoy working with technology and helping people stay connected? The North Western Synod is looking for enthusiastic volunteers to become part of our Hybrid Synod Meetings Tech Team — supporting our gatherings so that both in-person and online participants can engage fully and seamlessly.

### **What you'll do (don't worry, we'll train you!):**

As part of a team of 3–4 volunteers on each shift, you may take on roles such as:

- Monitoring the Zoom Waiting Room and admitting participants
- Spotlighting speakers and managing views
- Responding to technical questions or issues in the chat
- Launching polls and managing breakout rooms
- Running PowerPoint presentations
- Muting/unmuting participants
- Keeping track of questions and comments from online delegates
- Informing the Moderator of activity on Zoom in real time

**We're looking for people who are comfortable using Zoom, enjoy being part of a supportive team, and like the satisfaction that comes from making things run smoothly behind the scenes.**

### **What we offer:**

- Full training — you don't need to be an expert already
- A friendly, collaborative team
- A vital role in helping the Synod stay connected and inclusive

If you enjoy using tech to help people communicate and participate, we'd love to hear from you.

### **Interested?**

**Get in touch with us to find out more or to volunteer:**

Lawrence Heath-Moore  
Tel: 07813 842202  
Email: [Lawrence.moore@nwsynod.org.uk](mailto:Lawrence.moore@nwsynod.org.uk)

**Come build community, support our mission, and help shape the future of hybrid Synod meetings.**

**We can't do it without you!**

# Community Hub Co-ordinator: The Dandelion Community



## Job Description

Job Title:	Community Hub Co-Ordinator
Location:	The Dandelion Community, Oatlands Rd, Woodhouse Park, Wythenshawe, Manchester M22 1AH
Hours:	30 hours p.w. normally Monday - Friday but flexible to include evening & weekend working
Salary	£28,000 p.a. (£35,000 FTE) + Contributory Pension Scheme
Holidays	Equivalent to 31 days including bank holidays
Contract:	Initially fixed term to 31 <sup>st</sup> December 2026 with possibility of extension
Reporting to:	Chair of Dandelion Management Committee (Liz Delafield)

### Introduction

The Dandelion Community is a partnership between the United Reformed Church and local community organisations in Woodhouse Park, Wythenshawe. As part of the mission of local United Reformed Church, the church buildings are used extensively by the partners in the Dandelion Community to support the wellbeing of people in the local community.

At present the buildings are managed by a Mission Project of the United Reformed Church's North Western Synod. Our ambition is to transfer the responsibility for the management of the buildings and the church's community outreach to a new charitable organisation established jointly with local community partners by the end of 2026.

### Role Purpose

This post provides the day to day operational management of the Christian Community Hub ensuring that it both provides both a safe environment for staff, volunteers and users, but also is a vibrant and welcoming place for all.

The post holder will be responsible for the operation and development of process and procedures necessary to ensure the smooth running of the Hub, build on positive and supportive relationships between the church, community partners, staff and volunteers.

### **Main Duties and Responsibilities**

- Coordinate the day-to-day operations of the Dandelion Community Hub ensuring adherence to operational procedures and policies and the safety and security of staff, volunteers and users of the Hub

### **Representation and Engagement**

- Engage with users and partners, gathering local insight to shape future activities
- Work collaboratively with existing and potential partners and stakeholders so they have a presence and can contribute to the programme of activities and events in the Hub
- Represent Dandelion Community when working in the community with statutory agencies, local residents, stakeholders, and partners

### **Hub Management and Operations**

- Act as the responsible person for the building
- Ensure the building is safe and secure with any maintenance issues reported and managed
- Maintain a calendar of all bookings and other activities within the centre
- Ensure risk assessment forms are completed and updated for all activities in the Centre
- Ensure all materials and resources are maintained and up to date
- To work alongside the Dandelion Community Management Group to ensure safeguarding, health & safety, and data protection policies and procedures are implemented and work well

### **Staff and volunteers**

- Support the recruitment of volunteers for the Hub
- Ensure appropriate induction arrangements for all staff and volunteers in the Hub
- Securely maintain a database of staff and volunteers using the hub

### **Accountability**

- To meet regularly with the Chair of the Management Group
- Record and report on activities within the centre including both qualitative and quantitative information
- To produce short reports and presentations for Dandelion Community Management Group and other partners, when required
- Undertake any other tasks deemed necessary for the successful completion of the post

### **Communications**

- Promote the Hub and church's community programmes through appropriate media outlets
- Act as a public face of the Hub in community and stakeholder meetings
- Maintain good internal communication with church leadership, staff, and volunteers



## Person Specification

### Skills and experience:

1. Previous experience in an operational management role in a church and/or community setting or similar environment
2. Facilities management knowledge and experience
3. An experienced team player who is experienced in leading and developing a mixed team of volunteers and paid staff
4. Well organised with a keen eye for detail and the ability to plan, set priorities and meet deadlines
5. Experienced in working with not-for-profit social enterprises and charities as well as statutory services and businesses
6. Excellent interpersonal skills, and ability to communicate with people from a wide range of diverse backgrounds
7. Computer literate with budgetary and day to day financial management skills, Microsoft Office ability and comfortable using social media

### Personal Qualities

8. Self-aware and with a strong understanding of and commitment to the ethos, vision & values of The Dandelion Community as a Christian Community Hub
9. Self-motivated, able to prioritise successfully, and resilient, dealing calmly with unexpected difficulties
10. Flexible and open to feedback and change with an awareness of their own strengths and weaknesses and the humility to learn from colleagues
11. Positive, outgoing and a team player
12. Desirable: relevant lived poverty experience

Please email Claire MacIntyre at [deputyclerk@nwsynod.org.uk](mailto:deputyclerk@nwsynod.org.uk) to register your interest in this vacancy

Closing Date for applications: 5<sup>th</sup> January 2025

Appointment will be subject to satisfactory references and an enhanced DBS Check

## Useful Links



### JPIT Newsletter

For the latest edition of the newsletter of the Joint Public Issues Team (JPIT) please click below:

[JPIT Newsletter](#)



### Jobs and Volunteer Opportunities at the URC

To find out about the latest job and volunteer opportunities at the URC please click [here](#)



### URC News Update Christmas 2025

Please click below links for the latest news from around the URC.

[URC News Update Dec 25-Jan26](#)

[URC News Extra Christmas 2025](#)



### Recent posts from JPIT

To read recent posts from JPIT, please click the links below:

- [Is Tommy Robinson the person to put Christ back into Christmas?](#) - What will Unite the Kingdom's rally really put into Christmas?
- ['Good news of great joy... for all!'](#) - Supporting churches to respond to the co-option of Christmas by the Far Right

## for our Prayers

We invite you to pray:

- For the continued growth of church mission
- For the Churches who are facing difficult decisions about the future of their fellowships and buildings
- For those involved in the discussions about the future of ministry in the North Western Synod
- For your Ministers as they consider how best to support you