



St Andrew's Church, Rugby Community Engagement Lead

About us:

St Andrew's Church is a large parish church. Prominent in the middle of Rugby town centre, we have adopted the branding Town Church Rugby for some of our activities. We are open every day as a sacred space for those wishing to come in for prayer or just to sit and have a quiet moment in their day. We run a community café 6 days a week and often hold events for the public. We are an Eco-Gold church, a member of the HeartEdge network, and an Inclusive Church, welcoming all whether they have a faith or not.

Overall purpose of the post:

To maximise the usage of St Andrew's as a community resource for all.

Main duties:

- To work closely with a strong volunteer base
- To identify community skills, assets, interests and needs, in the church community and in the work for the revival of the town centre
- To facilitate community dialogue on issues relating to the needs and development of the community, with particular partnerships with borough governance and local businesses
- To develop and maintain close links with other groups and agencies to optimize the use of our resources
- To develop and maintain constructive contact with our current users
- To secure positive media coverage, including social media, to ensure events are well attended
- To manage the diary relating to any events taking place at the church, working with our Church administrator to ensure the smooth running of the church
- To promote our Eco approach and facilitate our Eco group
- To write bids for funding for activities within a church setting.

Person Specification:

Essential:

- Sympathy with the values of openness, care and compassion implicit in the 'About Us' section above
- Previous experience in community development or the charity sector
- Outstanding listening and communication skills
- Good interpersonal skills and an ability to work creatively and harmoniously with volunteers, community groups and any church users
- Excellent administrative skills including close attention to detail and the ability to work to deadlines
- Excellent computer skills including email, use of social media and Word
- An ability to manage a database
- Good all-round PR skills which will include press coverage and event management

Desirable:

- An understanding of Asset Based Community Development
- Experience of volunteering or working within the statutory sector
- An understanding of working within a Church of England environment
- Experience of marketing and publicity
- An understanding of our Eco approach
- A practical interest in one or more of the established St Andrew's creative partnerships - music, visual arts, drama, eco-workshops
- A current driving license and vehicle

Terms and Conditions:

Location: St Andrew's Church

Status: Fixed term contract for two years with option to extend. Initial six months probationary period

Hours: 21 hours/week.

Pay: £28,333 pa full-time, that's £17,000 pro rata.

Manager: The Rector

Leave: Your holiday entitlement will be 28 days a year [pro-rata] including Bank Holidays

Further information

For an informal conversation about the post, please contact office@rugbychurch.org.uk

To apply please send your completed application form (available on the website [here](#)) and a covering letter, marked 'CE Lead', to office@rugbychurch.org.uk

Application Deadline: Friday 29th August 2025

Interviews: Monday 8th September 2025