

DARLINGTON TOWN MISSION

JOB DESCRIPTION – MISSIONER

The Missioner is answerable to the Trustees through the Management Committee which meets monthly.

Main purpose of the Job

To help, particularly the over 80's within the Borough of Darlington, to combat isolation and loneliness and to have a better quality of life by providing:

- A visiting service which provides fellowship together with some practical help and information
- A programme of events and outings
- Access to acts of Christian worship and fellowship in care homes

The work of the Missioner will include:

- 1) Visiting people to offer fellowship, practical assistance, information and support, including taking them on individual trips
- 2) Putting together and publicising a programme of events that Friends may attend to provide them with socialising/ educational/ support opportunities
- 3) Co-ordinating Christian worship and providing Christian fellowship
- 4) Co-ordinating the work of the volunteer visitors and drivers including organising training for volunteers where necessary
- 5) Arranging suitable transport for Friends so that they may attend Darlington Town Mission events
- 6) Transporting Friends some of whom could be wheelchair users
- 7) Ensuring that all legal, insurance, health and safety regulations are in place / complied with
- 8) Maintaining appropriate records as required by Mission Policies (including of visits made, events and transport arranged, of volunteers and of Friends) all in accordance with the Mission's Data Protection and Confidentiality Policies
- 9) Undertaking any necessary work-related training
- 10) Attending Committee meetings as required and providing reports as requested
- 11) Maintaining appropriate links with other bodies working with the elderly in the area
- 12) Assisting in publicising the work of the Mission
- 13) Undertaking such other duties as from time to time may be deemed necessary

I accept and agree the above Job Description

Signed _____ Dated _____