

**DURHAM DIOCESAN BOARD OF FINANCE**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Deputy Director of Ministry, Discipleship, Mission and GrowthFixed Term Post for 3 Years (may be extended subject to further funding) |
| **GRADE:** | 7 - £45,500 |
| **ACCOUNTABLE TO:** | Director of Mission, Discipleship & Ministry (MDM) (who is also the Archdeacon of Durham) |
| **LOCATION:** | Cuthbert House, Stonebridge, Durham, DH1 3RY |
| **HOURS:** | 28- 35 hours per week, to be worked flexibly through agreement Monday - Friday |
| **KEY RELATIONSHIPS:** | Director of Mission, Discipleship & MinistryGrowth Team and Mission, Discipleship and Ministry TeamDiocesan SecretaryArchdeaconsBishop of Durham and Bishop of JarrowParish and chaplaincy clergy and lay ministers and project teamsOther diocesan staffExternal funding bodies |
| **BACKGROUND:** | The mission of the Diocese of Durham is to “*Bless our communities’ in Jesus’ name for the transformation of us all*”. Following a period of prayer and shared reflection the Diocese identified four missional priorities for the five years commencing 2021:* Energising Growth;
* Engaging with Children, Youth and 18-25s;
* Challenging Poverty;
* Caring for God’s Creation.

Diocesan co-ordination and support for these priorities is overseen by the Director of MDM who line manages the growth team and MDM team. This includes projects in specific parishes, worshipping communities and chaplaincies, in some cases working with partner organisations who provide expertise. Many of these projects are funded from external sources with time limited funding that have attached to them desired project outcomes(ie central church funding, charitable trusts etc) .The focus on these four missional priorities runs alongside the continuing programme to evolve and transform how ministry is delivered throughout the Diocese. |
| **JOB SUMMARY:** | To support the delivery of key funded project streams by managing the reporting and monitoring of the activity of Strategic Development Funded and other externally funded projects and reporting to the Director of MDM. Having a particular focus on the work of the Growth Team, but also supporting work on the priorities within the MDM Team.  |

**KEY DUTIES:**

**Programmes and strategic activities**

* To coordinate and monitor the preparation and reporting for project monitoring boards, in collaboration with the project managers and locally (typically parish) based project leads;
* To provide encouragement (and where appropriate support) to local leads of key project funded streams, ensuring they feel supported;
* To act as a key contributor in the development of future diocesan projects (and associated submission of proposals/bids) promoting church growth in collaboration with the national church and others;
* To coordinate and support the team of facilitators working with PCCs in preparation for parish clergy appointments;
* To act as diocesan focal point for national, regional and local prayer movements encouraging local worshipping communities to engage with them;
* To play an active role as required in monitoring processes that support delivery of Diocesan priorities

**Monitoring, reporting and analysis**

* To develop, collate and draft reporting on team and project activities for trustees and senior diocesan leadership;
* Provide timely reports to external funding bodies as required;
* To monitor the use of budgets and report accordingly to key stakehodlers, in collaboration with the finance team;
* Use available data eg parish mission stats and financial parish data to support the identification of needs that could be met through programme funding streams.

**Operational support to Director of MDM**

* To support the Director of MDM and members of the team operate in a collegiate, mutually supportive way with aligned priorities and focus;
* As required provide day to day guidance and supervision to team members;
* To assist the Director of MDM in tasks such as supporting parishes in vacancy and the process (prioritization process) to enable parishes to review their situation prior to a vacancy being agreed to be filled;
* Any other duties as required from time to time by the Director of MDM or Diocesan Secretary.

*This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and after consultation with the postholder, who will be expected to agree any reasonable changes to the job description that are commensurate with the grade and in line with the general nature of the post.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

**Genuine Occupational Requirement**

Due to the nature of working in a specifically church leadership context, the post holder must be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.

This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

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| **Ref:** | **Criteria** | **Essential /** **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to degree level or equivalent and/or holding an appropriate theological/missional/evangelistic qualification. | Essential | A |
|  | **EXPERIENCE** |  |  |
|  | Experience of change management, training, developing and coaching staff. | Desirable | A & I |
|  | Experience of church leadership. | Desirable | A & I |
|  | Experience of church-based project management including working with partner organisations, monitoring, reporting and evaluating progress, and delivering accountability to trustees and funders. | Desirable | A & I |
|  | **KNOWLEDGE** |  |  |
| 2 | Understanding of church and other worshipping communities and how ministry and mission delivery happens and an understanding of, and commitment to, the context & culture of the North East region. | Essential | A &I |
|  | Understanding of the current structures, culture and breadth of the Church of England in both parish and diocesan life. | Desirable | A & I |
|  | **SKILLS & APTITUDES** |  |  |
| 3 | Ability to work collaboratively with staff, parish clergy and senior leadership, and commitment to lay/clergy mutuality. | Essential | A & I |
| 4 | Ability to work effectively across the spectrum of Church of England traditions. | Essential | A & I |
| 5 | Good written and oral communication skills, able to summarise complex information, be persuasive and sympathetically convey difficult messages when necessary. | Essential | A & I |
| 6 | Able to use initiative to identify new approaches and share experiences. | Essential | A & I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 7 | Able to travel widely around the diocese and occasionally further afield; with some evening work expected. | Essential | A |
| 8 | Active communicant member of a Church as described in the Genuine Occupational Requirement. | Essential | A & I |

This post is open to applications from both ordained and lay candidates, and the salary and benefits include membership of the Church Workers Pension Fund on standard DBF staff terms. Should the successful candidate be eligible for membership of the Church of England Clergy Pension Scheme, and wish to continue their membership of this scheme, this would be permitted subject to an adjustment to salary such that the total cost of the post to the DDBF remains the same.