**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Growing Mission Enabler |
| **GRADE:** | 5.1 - £33,264.00 |
| **ACCOUNTABLE TO:** | Growing Mission Strategic Lead |
| **HOURS & TERM:** | Full time, 35 hours per week Fixed term post until 31st December 2028 (may be extended subject to further funding) |
| **LOCATION:** | Diocesan Office, Cuthbert House, Stonebridge, Durham, DH1 3RY, with extensive travel around the Diocese. |
| **JOB SUMMARY:** | The Growing Mission Enabler will be part of the Growing Mission Team within the wider Transformation Delivery team and play a key role in the delivery of the Diocesan Transformation programme through supporting the development and implementation of our Growing Mission strategy, with a specific focus on enabling Local Transformation Planning. The role will work closely with deaneries, parishes and local groups to raise missional aspirations, facilitate the development of local vision and strategy appropriate to context and challenge, and support the outworking of missional activity in its early stages. |
| **KEY RELATIONSHIPS:**  **TEAM PURPOSE:**  **TEAM ETHOS:**  **KEY DUTIES:** | Transformation Delivery Team  Growing Mission Strategic Lead  Growing Mission Team  Head of Transformation Delivery  Archdeacon of Durham (with Diocesan Responsibility for Transformation Delivery)  Area Deans and Lay Chairs  Parish clergy and lay leaders  Data Analyst  Wider Diocesan team working in Buildings, Finance, Generous Giving, Housing etc.  Archdeacons  Bishop of Durham and Bishop of Jarrow  Other Diocesan staff  The Diocesan Transformation Delivery Team exists to enable and support the mission and discipleship of our local churches, so they can engage fruitfully with the Diocesan priorities and strategy so that we bless our communities in Jesus’ name for the transformation of all.  As a team we are committed to collaboration and communication to enable a healthy culture of delivery, accountability and evaluation. We are passionate disciples, adaptable practitioners, reflective learners and self-aware team players. We work together to enable a cycle of ‘engage, equip, release’ with individuals and churches. |

**As a member of the Diocesan Transformation Delivery team, everybody will:**

1. Be an active and engaged member of the Transformation Delivery team and your sub-team of Growing Mission, prioritising collaboration, good communication and prayer.
2. Be a culture carrier within the Transformation Delivery team and throughout the wider Diocese, championing the Transformation vision and Diocesan priorities and modelling the team ethos.
3. Be present and available in parishes and deaneries, listening and supporting, with an emphasis on enabling individuals and churches to grow in mission and discipleship.
4. Be willing to support and substitute for other members of the Transformation Delivery team as needed.

**As Growing Mission Enabler:**

1. Support the Growing Mission Strategic Lead in the continued development and implementation of the Growing Mission strategy, embedding this within the wider programme of Transformation and playing a key role in the development of a Diocesan culture of mission and transformation.
2. Build relationships with local clergy and lay leadership and engage regularly with local programmes and groups (i.e. Deanery Synods) to provide support, information, facilitation and creative ideas that helps refine local vision, develop local strategy and increase local capacity.
3. On a rolling basis, work closely with local groups or deaneries to facilitate the development of Local Transformation Plans, ensuring a missional and integrated approach that enables and energises growth.
4. With support from the Growing Mission Strategic Lead and the wider Diocesan team, develop tools and systems to aid the process of local planning.
5. Facilitate a proportion of Vacancy Audits with parishes (likely 4-5 per year), particularly where they are closely aligned to evolving Local Transformation Plans.
6. Coordinate and facilitate regular communication and consultation with parishes and deaneries through visits, focus groups and feedback to research and better understand the needs of local people and groups, ensuring this learning shapes the Growing Mission strategy and programme of work.
7. Work closely with the wider Diocesan team to support the Guided Pledge programme of work, ensuring alignment with Local Transformation Planning to support the financial sustainability and flourishing of parishes and deaneries.
8. Make connections between parishes and other Diocesan teams wherever possible, maximising opportunities for support and engagement.
9. Support the development of plans for larger projects, including coaching and equipping of parishes to be able to implement projects and report against objectives.
10. Support the ongoing development and outworking of the Transformation Communications Strategy, contributing stories, content and ideas from connections made in parishes.
11. Provide regular reports and data as required by the Mission and Ministry Development Programme Board, Bishop’s Council and any other relevant group.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

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

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**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 becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their 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 to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have 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 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 your application form.

**A Application Form**

**I Interview**

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| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to ‘A’ level or equivalent  Theological training | Essential  Desirable | A  A |
|  | **EXPERIENCE** |  |  |
| 2  3  4 | Experience in developing and managing projects that involve a wide and complex range of stakeholders.  Experience in facilitating meetings and complex conversations.  Experience of teaching, coaching or training  Experience of leading/managing volunteers.  Experience of church leadership and/or church planting  Experience and understanding of the structures of the Church of England. | Essential  Essential  Essential  Desirable  Desirable  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 6  7  8  9  10  11 | Strategic and efficient organiser with great initiative  Ability to establish and maintain positive and mutually beneficial working relationships with key stakeholders, with a particular ability for understanding the perspectives and feelings of others.  Excellent written and oral communication skills, including presentations and report writing, that are intentionally tailored for one’s audience.  Skilled problem solver, able to investigate and breakdown underlying issues and identify potential implications.  Strong interpersonal skills and the ability to nurture the gifts and skills in others  Proactive in dealing with conflict in a healthy and transparent way  Competent IT user comfortable in use of MS Office packages | Essential  Essential  Essential  Essential  Essential  Essential  Desirable | A/I  A/I  A/I  A/I  A/I  A |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 11  12  13  14  15  16 | A deep commitment to a personal Christian faith with a motivation to see that grow in others and a prayerful and hopeful response to challenge.  A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period. A lifelong learner.  Demonstrated self-belief and self-awareness, having confidence in one’s judgement and resilience in adversity, and managing emotions effectively.  Emotional intelligence, displaying empathy and understanding for the feelings of others  Adaptability, a positive attitude to change and a willingness to learn.  Able to engage across a breadth of churchmanship, respectful of all traditions | Essential  Essential  Essential  Essential  Essential  Essential | A/I  A/I  A/I  A/I  A/I  A/I |

The postholder will be required to travel widely around the diocese with some evening and weekend working expected.