

DURHAM DIOCESAN BOARD OF FINANCE (DDBF)

JOB DESCRIPTION

JOB TITLE:	Growing Mission Strategic Lead
GRADE:	6.1 – £40,959pa (Full Time Equivalent)
ACCOUNTABLE TO:	Head of Transformation Delivery
RESPONSIBLE FOR:	Current and future roles within the Growing Mission team, which currently comprises: <ul style="list-style-type: none">▪ Vacancy Audit Programme and Interim Change Ministry Enabler▪ Growing Mission Enabler
HOURS & TERM:	0.5 FTE, 17.5 hours per week Fixed term post until 31 st 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 Strategic Lead will work collaboratively within the Strategic Leads team to enable the delivery of the Growing Mission stream of the Diocesan Transformation programme, with a specific focus on local planning and development, raising missional aspirations and growth opportunities, and facilitating local change. The role will play a key role in the implementation and development of the Growing Mission strategy through leading the Growing Mission team, encouraging the development of mission and ministries appropriate to context and challenge, and being an advocate for the vision for transformation throughout the Diocese. The role will also hold the responsibility of Programme Manager to the 'Mission and Ministry Development' Programme Board within the Diocesan governance structures.
KEY RELATIONSHIPS:	Strategic Leads Team Head of Transformation Delivery Growing Mission Team Archdeacon of Durham Transformation Delivery Team Parish clergy and lay leaders Area Deans and Lay Chairs Diocesan Secretary Data Analyst Wider Diocesan team working in Buildings, Finance, Generous Giving, Housing etc. Archdeacons Bishop of Durham and Bishop of Jarrow Other Diocesan staff

'Mission and Ministry Development' Programme Sponsor
Relevant individuals, groups and networks within the National Church, Northern Province, and ecumenical or parachurch organisations

TEAM PURPOSE:

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.

TEAM ETHOS:

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.

KEY DUTIES:

As a Strategic Lead:

1. Be an active and engaged member of the Strategic Leads team, prioritising collaboration, communication and integration across all areas of work, to enable collective planning, shared decision making and the flourishing of all areas of Transformation. Pray regularly with other Strategic Leads.
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 Transformation Delivery team ethos.
3. Support the Head of Transformation Delivery in the implementation of the Transformation programme and contribute to ongoing strategic development of the programme, including supporting the development of relevant funding applications and reporting as needed.
4. Work closely and collectively as a team with other Diocesan teams to ensure both joined up working and integrated communication (i.e. Strategic Leads are not making repeated or conflicted demands of other individuals or teams). Specifically, work together to collaborate with the Diocesan Communications team to raise aspirations and awareness of the Transformation programme and ensure a range of good news stories are shared to reflect the full breadth of the Transformation vision and Diocesan priorities.
5. Work closely and collectively as a team on engagement with parishes/deaneries to ensure both joined up working and integrated communication with clergy and lay leaders.
6. Support and substitute for other Strategic Leads and deputise for the Head of Transformation Delivery as needed.

As Growing Mission Strategic Lead:

1. Hold responsibility for 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. Provide leadership and line management to Growing Mission staff roles, giving clear direction to ensure aligned priorities and missional focus.
3. Hold budget responsibility for agreed spend within the Growing Mission workstream, as delegated from the Head of Transformation Delivery.
4. Establish relationships with local clergy and lay leadership, including Area Deans and Lay Chairs, and engage with Deanery and other 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.
5. Support the VAP and ICM Enabler in the development of the Vacancy Audit Programme and Parish Mission Audit tool, ensuring integration with wider strategy and planning.
6. Support the Growing Mission Enabler in the development of tools and systems to aid the process of local planning.
7. Work closely with the Growing Churches Strategic Lead to identify strategic church growth and planting opportunities aligned with developing missional plans, and specifically, to support establishing strategic locations for Parish Revitalisation aligned with Local Transformation Planning.
8. Ensure integration with the Guided Pledge programme of work, increasing alignment with Local Transformation Planning to support the financial sustainability and flourishing of parishes and deaneries.
9. Be a Diocesan link with other Dioceses and be a part of relevant National Church networks, groups and programmes (and/or Northern Province where appropriate), representing the Diocese in national and regional conversations.

As Programme Manager to the Mission and Ministry Development Programme Board:

1. Hold Programme Manager responsibility for the Mission and Ministry Development Programme Board, to include:
 - Attending required Programme Board meetings
 - Liaising regularly with the Programme Sponsor and supporting the planning of meeting agendas
 - Support the Administrator in ensuring timely submission of reports and data, supporting projects as needed to ensure they understand reporting requirements
 - Provide summary reports for all Programme Board meetings
 - Provide additional reports as needed to highlight specific issues or challenges.
2. Identify and resolve any risks or issues in relation to the Growing Mission strategy, escalating as necessary to the Head of Transformation Delivery in the first instance and the Programme Board Sponsor as needed.

3. Support the Head of Transformation Delivery and Diocesan Secretary in meeting all other governance requirements, including but not limited to Annual Progress Reporting and ongoing monitoring with the National Church and the Diocesan Annual Report.

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**

Ref:	Criteria	Essential / Desirable	A / I
QUALIFICATIONS			
1	Educated to 'A' level or equivalent	Essential	A
	Theological training	Desirable	A
EXPERIENCE			
2	Experience in facilitating meetings and in managing projects that involve a wide and complex range of stakeholders.	Essential	A/I
3	Experience of change management and training, developing and/or coaching	Essential	A/I
4	Experience of church leadership and/or church planting	Essential	A/I
5	Experience of line management and leading teams	Essential	A/I
	Experience of managing budgets	Desirable	A/I
	Experience and understanding of the structures of the Church of England.	Desirable	A/I
SKILLS & APTITUDES			
6	Strategic and efficient organiser with great initiative	Essential	A/I
7	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.	Essential	A/I
8	Excellent, effective and persuasive written and oral communication skills, including presentations and report writing, that are intentionally tailored for one's audience.	Essential	A/I
9	Skilled problem solver, able to investigate and breakdown underlying issues and identify potential implications.	Essential	A/I
10	Proactive in dealing with conflict in a healthy and transparent way	Essential	A/I

	Competent IT user comfortable in use of MS Office packages	Desirable	A
PERSONAL ATTRIBUTES & COMPETENCIES			
11	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.	Essential	A/I
12	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.	Essential	A/I
13	Demonstrated self-belief and self-awareness, having confidence in one's judgement and resilience in adversity, and managing emotions effectively.	Essential	A/I
14	Emotional intelligence, displaying empathy and understanding for the feelings of others	Essential	A/I
15	Adaptability, a positive attitude to change and a willingness to learn.	Essential	A/I
16	Able to engage across a breadth of churchmanship, respectful of all traditions	Essential	A/I

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

This role is opened to applications from both lay and clergy candidates.