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

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | Missional Enabler (Children) |
| **GRADE:** | 5.1 - £33,264.00 |
| **ACCOUNTABLE TO:** | Growing Younger 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. |
| **BACKGROUND:**  **TEAM PURPOSE:**  **TEAM ETHOS:**  **JOB SUMMARY:** | Durham Diocese is committed to a ten-year vision of Strategic Transformation, building on the foundations of our four Diocesan priorities of:   * Energising Growth * Engaging with Children, Youth and Young Adults * Challenging Poverty * Caring for God’s Creation   Our Transformation programme will establish threads of work that span our priorities and equips the whole church for the mission of Jesus and includes our vision to establish 100 new worshipping communities and reach the emerging generations. This programme of Transformation will be enabled by our Diocesan Transformation Delivery Team, which has four sub-teams of Growing Churches, Growing Younger, Growing Mission and Growing Leadership.  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.  The Mission Enabler (Children) will be part of the Growing Younger Team within the wider Transformation Delivery team and play a key role in the delivery of the Diocesan Transformation programme through inspiring, enabling and releasing churches to pioneer and grow mission and discipleship with 0-11s. The role will be largely focused on parish and deanery investment, being deployed to raise local aspirations, grow local vision and strategy, increase local capacity and pioneer local mission. |
| **KEY RELATIONSHIPS:**  **KEY DUTIES:** | Growing Younger Strategic Lead  Growing Younger Team  Transformation Delivery Team  Head of Transformation Delivery  Archdeacon of Durham (with Diocesan responsibility for Transformation)  Parish clergy, lay leaders and local volunteers  Area Deans  Other Diocesan staff |

**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 Younger, 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 Mission Enabler (Children), you will:**

1. Proactively seek and respond to opportunities to share vision with parishes and deaneries, raising the aspiration to prioritise missional engagement with children through sharing creative ideas and stories of impact and good practice to inspire a missional response.
2. As directed by the Growing Younger Strategic Lead, be deployed to work in parishes or deaneries to support the development of local strategy for pioneering mission and discipleship with 0-11s and increase local capacity during early stages of new missional initiatives and projects.
3. Support the recruitment and formation of local leaders, with a particular focus on raising awareness of the need for good leaders, identifying and encouraging potential new leaders and increasing understanding of good practice (including holding an exceptionally high regard for safeguarding and safer recruitment).
4. Facilitate networks and learning communities of leaders to increase support and share learning and good practice, with a focus on deanery resourcing and enabling a strong collaborative approach.
5. Encourage churches to maximise opportunities to engage with local primary schools, working intentionally with the Growing Younger Strategic Lead, Educational Chaplaincy Enabler and Foundational Training Enabler to increase understanding and engagement with primary schools, with a particular focus on ensuring parishes with a C of E Primary School are equipped and released to be actively involved and supportive.
6. Support the Educational Chaplaincy Enabler in the encouragement and support of primary school chaplains and school staff fulfilling a chaplaincy role, connecting where relevant to other local children’s leaders.
7. Work closely with the Mission Enabler (Youth) to support parishes, Youth and Children’s Mission Hubs and new worshipping communities to focus on intentional, supported and positive transitions for children in years 5, 6 and 7 as they move from primary to secondary schooling.
8. As directed by the Growing Younger Strategic Lead, coordinate a strategic central mission and discipleship programme for children that adds value to the work of parishes and provides opportunities for children to expand their experiences and aspirations, including developing as young leaders.
9. Support and champion existing ministries to children, encouraging leaders and helping to refine focus and increase missional opportunities.
10. Retain an up-to-date knowledge of useful, relevant and innovative resources, programmes and good practice for children’s mission and discipleship; signpost and share with parishes where relevant. Hold relationships and/or responsibilities and develop partnerships with relevant resourcing organisations and networks, as delegated by the Growing Younger Strategic Lead.
11. Retain an up-to-date knowledge of all relevant and related policies and procedures.
12. Retain an up-to-date knowledge of cultural trends, seasonal shifts and challenges experienced by children.
13. Provide regular reports and data as required by the Engaging Children, Youth and Young Adults Programme Board, Bishop’s Council and any other relevant groups.

**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  Theological or educational training | Essential  Desirable | A  A |
|  | **EXPERIENCE & KNOWLEDGE** |  |  |
| 2  3 | Experience of coordinating and leading children’s ministry, in a paid or voluntary capacity.  Experience of developing/leading/managing volunteers.  Experience in church leadership and/or understanding of the structures of the Church of England. | Essential  Essential  Desirable | A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 6  7  8  9  10  11 | Excellent 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 creative and persuasive written and oral communication skills.  Strong interpersonal skills and the ability to nurture skills and gifts 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 | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 10  11  12  13  14  15 | A deep commitment to a personal Christian faith with a motivation to see that grow in young adults 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  Innovative and pioneering, with great adaptability and able to respond quickly to shifting priorities.  Able to engage across a breadth of churchmanship, respectful of all traditions | Essential  Essential  Essential  Essential  Essential  Essential |  |

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