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

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | Missional Enabler (Youth and Young Adults) |
| **GRADE:** | 5.1 - £33,264.00 |
| **ACCOUNTABLE TO:** | Growing Younger Strategic Lead |
| **HOURS & TERM:**  **SAFEGUARDING:** | Full time, 35 hours per week. Part-time working (0.6-1.0 FTE, 21-35 hours per week) may be considered, to be negotiated.  Fixed term post until 31st December 2028 (may be extended subject to further funding).  The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. |
| **LOCATION:**  **JOB SUMMARY:**  **TEAM ETHOS:** | Diocesan Office, Cuthbert House, Stonebridge, Durham, DH1 3RY, with extensive travel around the Diocese.  The Mission Enabler (Youth and Young Adults) will be part of the Growing Younger Team within the wider Mission, Discipleship and Ministry team of Durham Diocese. They will 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 10s-25s. The role will be largely focused in parishes, being deployed to raise local aspirations, grow local vision and strategy, increase local capacity and pioneer local mission.  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. |
| **KEY RELATIONSHIPS:**  **KEY DUTIES:** | Growing Younger Strategic Lead  Growing Younger Team, including Mission Enabler (Children), Mission Enabler (Young Adults) and Educational Chaplaincy Enabler  Mission, Discipleship and Ministry Team  Head of Programme Delivery for Diocesan Transformation  Archdeacon of Durham (with Diocesan responsibility for Transformation)  Parish clergy, lay leaders and local volunteers  Area Deans and Lay Chairs  Other Diocesan staff |

**As a member of the Mission, Discipleship and Ministry team, everybody will:**

1. Be an active and engaged member of the team, prioritising collaboration, good communication and prayer, and being willing to substitute for other members of the team as needed.
2. Be a culture carrier within the team and throughout the wider Diocese, championing the Transformation vision and Diocesan priorities and modelling our 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.

**As Mission Enabler (Youth and Young Adults), you will:**

1. Proactively develop and respond to opportunities to share the Growing Younger vision, raising aspirations through sharing creative ideas and stories of impact to inspire a missional response.
2. As directed by the Growing Younger Strategic Lead, be deployed to work in parishes to support the development of local strategy and planning for mission and discipleship with 10s-25s and increase local capacity during early stages of new missional initiatives. Support and champion existing mission and ministry, encouraging leaders and helping to refine focus and increase missional opportunities.
3. Support the recruitment and formation of local leaders through raising awareness of the need, identifying and encouraging potential new leaders, and increasing understanding of good practice, 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. This includes facilitating the Youthscape ‘Launchpad’ learning community for clergy 2-3 times each year.
5. Encourage and equip churches to engage with secondary schools and colleges, working intentionally with the wider team to increase understanding and provide training opportunities.
6. Support the Growing Younger Strategic Lead in establishing Missional Chaplaincy in FE colleges and secondary schools in partnership with local churches to ensure clear discipleship pathways. Play a key role in holding ongoing relationships with churches who hold Missional Chaplaincy projects, supporting them to integrate these with wider youth and young adults’ ministry.
7. Support parishes in enabling positive transitions for young people as they move on from secondary education and work closely with the Mission Enabler (Children) in supporting parishes to enable positive transitions for young people from primary into secondary school.
8. As directed by the Growing Younger Strategic Lead and working closely with the Growing Younger team, coordinate a central programme of mission and discipleship activities for 10s-25s that adds value to parishes, including opportunities for developing young leaders. Additionally, contribute to administrative and reporting tasks within the Growing Younger programme, including providing data and project support as needed.
9. Support in the recruitment of volunteers for the Ministry Experience Scheme, and in developing the programme more widely, especially the ‘Future Youth’ stream.
10. Retain an up-to-date knowledge of relevant and innovative resources, programmes and good practice for youth mission and discipleship; signpost and share with parishes where relevant. Retain an up-to-date knowledge of all relevant and related policies and procedures.
11. Hold relationships with relevant resourcing organisations and networks, as delegated by the Growing Younger Strategic Lead.

**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**

This post-holder is required to hold a valid DBS, enhanced for children’s workforce, and will need to complete regular safeguarding training to the required level. When working in parish, the role must follow all necessary safeguarding processes at both parish and Diocesan level. If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Advisor (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 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. Training in youth ministry. | Essential  Desirable Desirable | A  A  A |
|  | **EXPERIENCE & KNOWLEDGE** |  |  |
| 2  3 | Experience of coordinating and leading youth ministry, in a paid or voluntary capacity including developing new missional initiatives.  Experience of developing/leading/managing volunteers.  Experience of working in secondary schools/colleges in a paid or voluntary capacity.  Experience of working with young adults in a paid or voluntary capacity  Experience in church leadership.  Knowledge of the structures of the Church of England and Church of England safeguarding requirements. | Essential  Essential  Desirable  Desirable  Desirable  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 4  5  6  7  8 | Excellent organiser with great initiative and adaptability.  A committed team player with strong interpersonal skills with the ability to establish and maintain positive working relationships with key stakeholders, proactive in dealing with conflict in a healthy way where necessary.  The ability to nurture skills and gifts in others.  The ability to connect with young people in an engaging way across a variety of settings and advocate on their behalf, having an awareness of contemporary culture and trends/challenges.  Competent IT user comfortable in use of MS Office packages.  Good written and oral communication skills. | Essential  Essential  Essential  Essential  Essential  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 9  10  11 | A deep commitment to a personal Christian faith with a motivation to see that grow in young people and a prayerful response to challenge.  Good self-awareness and emotional intelligence.  Respectful and able to engage across a breadth of churchmanship and context. | Essential  Essential  Essential | A/I  A/I  A/I |

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