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

**JOB DESCRIPTION**

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| **JOB TITLE:** | Missional Discipleship Enabler |
| **GRADE:** | 5.1 - £33.264.00 |
| **ACCOUNTABLE TO:** | Growing Churches 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 some 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 Missional Discipleship Enabler will be part of the Growing Churches Team within the wider Transformation Delivery team and play a key role in the delivery of the Diocesan Transformation programme through the development and implementation of our Missional Discipleship strategy, with a special focus on growing prayer and intercession. The role will develop discipleship resources that support individuals to grow in their faith and equip leaders to become local enablers of discipleship, and also inspire, grow and connect networks of volunteer Discipleship champions and intercessors from across the Diocese. |
| **KEY RELATIONSHIPS:**  **KEY DUTIES:** | Transformation Delivery Team  Growing Churches Strategic Lead  Growing Churches Team  Head of Transformation Delivery  Archdeacon of Durham (with Diocesan responsibility for Transformation)  Parish clergy, lay leaders and volunteer Discipleship champions and intercessors  Bishop of Durham and Bishop of Jarrow  Archdeacons  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 Churches, 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 Missional Discipleship Enabler:**

1. With the support of the Growing Churches Strategic Lead, develop and implement our Diocesan Missional Discipleship strategy and programme and ‘Transforming Prayer’ thread, to create a culture of discipleship that enables individuals to grow in the love, likeness and mission of Jesus.
2. 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, ensuring this learning shapes the strategy and programme.
3. Create and curate a cohesive, relevant and accessible bank of associated resources that speaks to our Diocesan context, engages the breadth of our traditions, and meets the needs of our people and churches, ensuring a particular focus to prioritise the needs of minority and under-represented groups, working with our Equality, Diversity and Inclusion team to increase accessibility.
4. Work closely with Bishops, Archdeacons and Area Deans to ensure collaborative ownership and creative investment to our Missional Discipleship programme.
5. Research, adapt and signpost to additional suitable and intentional resources (i.e. LICC’s ‘Life on the Frontline’).
6. Work closely with the Digital Media Officer to maximise digital engagement and communication where appropriate.
7. Establish a Diocesan network of volunteer Discipleship Champions through inspiring, equipping and supporting individuals to serve at parish or deanery level, enabling greater local engagement.
8. Coordinate an associated programme of events, training and resources for ‘Transforming Prayer’ to increase opportunities for prayer and intercession at Diocesan, Deanery and Parish level, including integration with national and global movements of prayer (e.g. Thy Kingdom Come, 24/7 prayer).
9. Establish a Diocesan network of intercessors and Prayer Champions through inspiring, equipping and supporting individuals to serve at parish or deanery level, enabling greater local engagement, including creating specialist interest groups that enable prayer and intercession for specific groups/areas (e.g. by profession, life stage, demographic etc.)
10. Develop opportunities for pilgrimage as a meaningful and accessible resource for all, working positively with the Cathedral team where there is alignment.
11. Support the Growing Churches and Growing Leadership Strategic Leads and Foundational Training Enabler in ensuring an integrated journey for individuals and churches in raising up new leaders and equipping all leaders to be discipleship enablers, contributing where appropriate to training programmes including IME, CMD and lay leadership pathways.
12. Work with the Growing Churches Strategic Lead and Growing Younger Strategic Lead and Mission Enablers to ensure an integrated approach to discipleship and prayer across all generations.
13. Provide regular reports and data as required by the Energising Growth 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**

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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 & KNOWLEDGE** |  |  |
| 2  3  4  5 | Experience of creating content and resources  Experience in managing projects which involve a wide range of stakeholders.  Experience of teaching, coaching or training.  Strong Biblical knowledge and experience of using personal discipleship resources.  Experience of leading/managing volunteers.  Experience of communications/marketing.  Experience in church leadership and/or understanding of the structures of the Church of England. | Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable | A/I  A/I  A/I  A/I  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.  Expertise in digital content creation. | Essential  Essential  Essential  Essential  Essential  Essential  Desirable | A/I  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 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.