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**DURHAM DIOCESAN BOARD OF FINANCE**

**JOB DESCRIPTION**

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| **TITLE:**  **GRADE:** | **VACANCY AUDIT & INTERIM CHANGE MINISTRY COORDINATOR** This role currently has funding for 5 years  Grade 5 - £31,680 (for 35 hours) |
| **ACCOUNTABLE TO:** | Director of Mission, Discipleship, Ministry & Growth (MDMG) |
| **LOCATION:** | Cuthbert House, Stonebridge, Durham, DH1 3RY |
| **HOURS:** | 35 hours a week, to be worked flexibly. Applications are also welcome from candidates seeking to work 0.8 FTE |
| **KEY RELATIONSHIPS:** | Director of MDMG  Vacancy Audit Group – including Diocesan Secretary & Archdeacons  Bishop of Durham and Bishop of Jarrow  PCCs of parishes in vacancy  Parish/Deanery clergy and lay leaders  Diocesan Finance Team & other diocesan staff |
| **BACKGROUND:** | The mission of the Diocese of Durham is to “*Bless our communities in Jesus’ name for the transformation of us all*”. The Diocese identified four missional priorities for the five years commencing 2021:   * Energising Growth; * Engaging with Children, Youth and 18-25s; * Challenging Poverty; * Caring for God’s Creation.   The focus on these four missional priorities runs alongside the continuing diocesan programme, to evolve and transform how ministry is delivered throughout the Diocese. Our wider programme of strategic change is ‘Called to Fruitfulness’, and this role will work collaboratively to support the implementation of this vision at parish level by coordinating the Vacancy Audit and Interim Change Ministry Programmes. The **Vacancy Audit Programme** (VAP) was developed by Durham Diocese. Its purpose is to facilitate Parochial Church Councils (PCCs) to self-reflect during the vacancy period, enabling them to recognise areas of strength and weakness.  *“In entering a period of vacancy, God gives each of our churches an important moment for prayer and reflection, in order that we might discern how God is leading us and what our future life together should look like.”* - Bishop Paul  Facilitators work with PCCs over a 2-3 month period, with a focus on four key themes: missional potential, financial health, buildings fit for mission, leadership and governance. Following this, the facilitator provides a report to the VAP Group, which then recommends appropriate action to the Bishop.  In some parishes, there may be a recommendation for a period of Interim Change Ministry to provide focused leadership to address specific challenges. Interim Change Ministers are deployed from the Diocese for a fixed term period with strategic objectives to equip and enable PCCs and congregations to address barriers to growth. |
| **JOB SUMMARY:** | To coordinate and manage the Vacancy Audit Programme and support the work of Interim Change Ministry, ensuring clarity and alignment. To explore how the VAP could be developed and extended to support parishes not in vacancy and deaneries, supporting the wider development of the ‘Called to Fruitfulness’ vision and being a champion for growth. |

**KEY DUTIES:**

1. Build and oversee the team of VAP facilitators (made up of volunteers and some Diocesan staff) – to include identifying, recruiting and training suitable candidates, and allocating them to parishes. Provide facilitators with the Diocesan template for VAP reporting and monitor submitted reports for clarity and consistency, offering support to facilitators where needed. It is anticipated that there will be between six and twelve facilitations in process at any time.
2. Provide facilitation for parishes in line with the VAP, as appropriate.
3. Provide a pre-audit parish briefing to the appointed facilitator – to include financial and other data, also any relevant background information obtained from Cuthbert House staff, the relevant Archdeacon, Area Dean and Lay Chair.
4. Report regularly to the Vacancy Audit Group, providing progress updates and completed reports (with recommendations).
5. Provide a post-audit check with parishes (and, as appropriate, Area Deans and Lay Chairs), ensuring that recommendations have been implemented and obtaining feedback from the parishes about their experience of the audit.
6. Where Interim Change Ministers are deployed, provide relevant information and support to ICMs alongside the Archdeacon.
7. Coordinate and facilitate the learning community for Interim Change Ministers, ensuring a forum for support and encouragement alongside shared expertise and experience.
8. Ensure continued evaluation and development of the Vacancy Audit tool and wider programme, to include adaptations and revisions to create a Mission Audit tool that can be used in any parish – possibly in conjunction with the Archdeacon’s Inspection process.
9. Build relationships and network with other dioceses in the area of strategic local change (for example, mission action planning).

*This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and after consultation with the postholder, who will be expected to agree any reasonable changes to the job description that are in line with the general nature of the post.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

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

**Confidentiality**

You must not pass on to unauthorised persons any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (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 sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your 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 in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order 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 in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** |
|  | **QUALIFICATIONS** |  |
| 1 | Educated to degree level or equivalent, or holding an appropriate theological/missional/evangelistic qualification. | Essential |
|  | **EXPERIENCE** |  |
| 2 | Experience of change management, training, developing and coaching staff. | Essential |
| 3 | Experience of church leadership. | Essential |
| 4 | Experience of the Vacancy Audit Process or other similar mission tool. | Desirable |
|  | **KNOWLEDGE** |  |
| 5 | Understanding of church and other worshipping communities and how ministry and mission delivery happens and an understanding of, and commitment to, the context & culture of the North East region. | Essential |
| 6 | Understanding of the current structures, culture and breadth of the Church of England in both parish and diocesan life. | Essential |
| 7 | Understanding and experience of the governance relating churches and/or small charities | Essential |
|  | **SKILLS & APTITUDES** |  |
| 8 | Ability to work collaboratively, with lay leadership, parish clergy and volunteers, providing support and scrutiny. | Essential |
| 9 | Ability to work effectively across the spectrum of Church of England traditions. | Essential |
| 10 | Good written and oral communication skills, able to summarise complex information, be persuasive and sympathetically convey difficult messages when necessary. | Essential |
| 11 | Able to use initiative to identify new approaches and share experiences. | Desirable |
| 12 | Confident in analysing data, including accounts and mission statistics | Essential |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |
| 13 | Able to travel widely around the diocese; with some evening work expected. | Essential |
| 14 | Active communicant member of a Church as described in the Genuine Occupational Requirement. | Essential |

This post is open to applications from both ordained and lay candidates.