

<b>Role Title: Development Officer: Growing Faith</b>		
<b>ROLE PURPOSE:</b> To promote the national <i>Growing Faith</i> vision across the Diocese so that every aspect of mission and ministry is seen through the lens of what it means for ministry with children, young people and households.		
<b>Accountabilities</b>	<b>Measures of success</b>	<b>What you need to know</b>
<p><b>Reports to:</b> Director of Development (Mission and Ministry)</p> <p><b>Role description</b></p> <p><b>1. To promote the national <i>Growing Faith</i> vision</b></p> <ul style="list-style-type: none"> <li>• Maintain an in-depth knowledge and understanding of the national <i>Growing Faith</i> vision</li> <li>• Participate in national <i>Growing Faith</i> activities</li> <li>• Map existing church / school relationships</li> <li>• Identify and communicate with stakeholders to promote the <i>Growing Faith</i> vision</li> </ul> <p><b>2. Develop and maintain strong relationships between churches and schools</b></p> <ul style="list-style-type: none"> <li>• Develop and provide resources for church schools, community schools, and secondary schools</li> <li>• Devise and deliver training for churches to help them to engage effectively with their local schools</li> <li>• Arrange and make visits to schools to promote engagement</li> <li>• Attend and promote relevant training and partnership events</li> </ul> <p><b>3. Develop appropriate training for volunteers</b></p> <ul style="list-style-type: none"> <li>• Devise an annual schedule of training to be offered in a variety of locations</li> <li>• Identify opportunities for effective contextual training and support</li> <li>• Develop a strategy for effective management and support of those engaging with schools</li> <li>• Contribute to relevant Diocesan training events, including IME (Initial Ministerial Education), ALM (Authorised Lay Ministry)/LLM (Licensed Lay Ministry) (Chaplaincy)</li> </ul>	<ul style="list-style-type: none"> <li>• Performance-driven against targets and measurable outcomes</li> <li>• Stakeholder feedback</li> <li>• Strength of relationships</li> <li>• Achieving deadlines</li> <li>• Regular 1-2-1 discussions and annual appraisal</li> <li>• Contribution to the wider Diocesan team</li> <li>• Financial and time efficiencies evidenced through accurate paper trails</li> <li>• Accurate recording of results</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A relevant teaching qualification, or qualified by experience</li> </ul> <p><b>Skills and experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Significant experience of working with children and / or young people in a church or school context</li> <li>• Evidence of successfully growing, leading and training volunteers</li> <li>• IT skills including a good working knowledge of a range of Microsoft applications</li> <li>• Strong interpersonal skills</li> <li>• Sound written and oral communication skills, and the ability to communicate effectively with different audiences</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Familiarity with - and an understanding of the requirements of - the latest SIAMS framework</li> <li>• Well-versed in the area of safeguarding</li> </ul>

<p><b>4. Build strong working relationships between partners</b></p> <ul style="list-style-type: none"> <li>• Participate fully and effectively in meetings, joint projects and shared working as appropriate for a member of the Development Department (Mission and Ministry)</li> <li>• Work with the wider Diocesan staff team as appropriate</li> </ul>		<p><b>Attributes and aptitudes</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• A prayerful Christian, open to God and the work of the Spirit</li> <li>• A wholehearted commitment to share the mission and values of the Diocese</li> <li>• Emotional intelligence, and the ability to work with people from a variety of backgrounds</li> <li>• Highly organised and self-motivated, with effective time-management strategies</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• An enthusiastic team player</li> </ul>
<p><b>General responsibilities</b></p> <p>1. The post holder will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing financial processes, health and safety, data protection, confidentiality, equal opportunities and safeguarding. In this regard, the post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Operate in a confidential and sensitive manner in all areas of work;</li> <li>• Maintain and encourage good relationships with immediate colleagues, other Diocesan staff and external contacts;</li> <li>• Actively participate in supervisory and appraisal processes;</li> <li>• Actively participate in appropriate professional development and keep up-to-date with relevant developments in her / his area of work; and</li> <li>• Support the ethos, aims and objectives of Christianity, the Church of England and the Diocese.</li> </ul>		<p><b>How you act:</b></p> <ul style="list-style-type: none"> <li>• Work effectively and reliably</li> <li>• Take personal responsibility for your performance</li> <li>• Be an effective member of the team</li> <li>• Seek out new ways of working effectively</li> <li>• Adapt positively to changing demands</li> <li>• Be constructive, resilient and flexible</li> </ul>

<p>2. This job description details an outline of the post holder’s responsibilities but is not prescriptive and does not specify any priorities or allocation of time to be spent carrying out the relevant duties.</p> <p>3. The post holder may, from time-to-time, be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment to meet the changing needs of the Diocese following appropriate consultation.</p>		
<p><b>Agreed by Job holder:</b> .....</p> <p><b>Agreed by manager:</b> .....</p> <p><b>Review date:</b> .....</p>		

- Place of work:** Diocesan Office, Bishop Woodford House, Barton Road, Ely, Cambridgeshire CB7 4DX  
The appointee will need to travel within (and occasionally outside) the Diocese in order to fulfil the requirements of the role. He / she will, therefore, need access to a car that can be used for work, and must have a full UK Driving Licence
- Hours of work:** Part-time (0.5 full-time equivalent), 17.5 hours per week, to include some evening and weekend work. The post is open to an Ordained or Lay person. A Lay person must be a practising Christian, required to work under Licence by the Bishop of Ely.
- Salary:** Half-time Stipend for an ordained colleague; equivalent salary for a lay colleague of £12,770.
- Contract:** Permanent, subject to successful completion of a three-month probationary period  
The appointment will, in any case, be subject to receipt of satisfactory references and an enhanced DBS check