

JOB DESCRIPTION

Part- Time Mission Assistant Growing in God in the Countryside (0.6 FTE)

PURPOSE

Growing in God in the Countryside is a new project from the Diocese of St Edmundsbury and Ipswich funded by the Church Commissioners. The project aims to enable rural communities to flourish, and we believe this is God's calling for the church in the Suffolk countryside.

This role is to enable the Growing in God in the Countryside project to be more effective in connecting with younger generations and growing disciples in Red Lodge through the Lightwave Hub Church.

The project incorporates Lightwave (the Suffolk Fresh Expressions Community) and the Love Rural brand (showing how Christians are making a difference to quality of life in the Suffolk countryside).

The role will include personal contact and witness.

We are looking for someone who is excited by Christian faith. You will be a self-starter of sound judgment, able to identify and respond to emerging needs of different audiences.

REPORTING TO

Rural Resource Leader Red Lodge

KEY CONNECTIONS

Lightwave Project Manager

Archdeacon for Rural Mission

Project Team and members of Lightwave

Rural Resourcing Church Leaders

Christians involved in Rural Community Projects

Bishops Mission Order Board/Council

ROLE

To support the Rural Resource Leader (RRL) in the delivery of Lightwave's vision for the Red Lodge and to plan and lead the delivery of agreed activities in the assigned rural villages.

RESPONSIBILITIES

- Pray for the work of the Red Lodge Rural Resource Church (RRC) including the RRL, other members of the team, key people in cooperating organisations.
- Contribute to the planning of RRC activities based on the assessed needs of the local community; the human, physical & financial resources available and the opportunities in the local community.
- Participate in leading training and discipleship such as Small Group Leaders Training, Coaching, Parenting Courses, ALPHA (youth and adult).

- Plant, develop and lead a Lightwave community in at least one rural village.
- Identify and nurture talents among existing and potential volunteers to support the work programme.
- Follow the RRC financial guidelines and report at least monthly any income or donations received. Provide receipts to donors or payees as requested.
- Follow the DBF safeguarding guidelines and report to the RRL any safeguarding issues other than one involving the RRL, in which case referral is to be made to the Lightwave Safeguarding Officer.
- Ensure that all health and safety regulations and requirements are followed, including hygiene and first aid, during activities that you lead and any remedial action is taken immediately and reported to the RRL.
- Contribute to regular monitoring and impact assessments of the work you lead.
- Maintain confidentiality of all information and conversations.
- Attend meetings as required with other members of the Lightwave community.

Administration

- Managing small group publicity, invitations, enrolments and communications using ChurchSuite.
- Maintaining the website, social media and calendar of activities and events, monthly POP news.
- Co-ordinate prayer & local leaders' meetings.
- Co-ordinate volunteers using the ChurchSuite software, ensure safeguarding training and DBS is in place and recorded.

Please see details of the Person Specification and General Information on the following pages

PERSON SPECIFICATION

Note: In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian as the post holder will be required to represent the Christian religion in relation to the mission of the project.

QUALIFICATIONS/KNOWLEDGE AND EXPERIENCE

ESSENTIAL	DESIRABLE
Practicing Christian with good understanding and knowledge of the Christian story in the Bible	
Demonstrable experience of managing publicity and communications for people in rural communities using social media and other related tools	Experience of using ChurchSuite church management software Personal experience of leading new people to faith and ongoing discipleship
Demonstrable experience of coordinating prayer and local leader's meetings	Experience of a church ministry role involving encouragement of families and people in rural communities in whole life discipleship

SKILLS AND ABILITIES/ APTITUDES

ESSENTIAL	DESIRABLE
Excellent IT and media skills	
Active listening skills	Experience of Small Missional & Ecclesial Groups
Understanding of cultures of vulnerable people	
The ability to contribute to training or coaching volunteers	
Ability to help to lead and/or supervise small missional ecclesial groups	
Good organizational skills including scheduling, record keeping and impact assessment	

WORK RELATED PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
Person of prayer, committed to personal discipleship and growth	Passionate about rural issues
Passionate about evangelism	

ESSENTIAL	DESIRABLE
Creative and well-organised self-starter	
Resilience and flexibility to work with different people in the team and in volunteer groups	
Personally approachable, enthusiastic and friendly	
Enjoys working with others as part of a team.	
Values community as the context for Christian growth and evangelism and embraces the Suffolk Fresh Expressions Community Values - All Involved, Becoming Disciples, Creating Community, Doing Evangelism, Encountering God	
Committed to DBF work values of respect, support, transparent and quality	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The post is pro rata at Band C Point 4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £13,946 pro-rata (FTE £23,244)
Term	Fixed two year contract with potential to extend
Pension provision	If eligible, membership of the relevant pension scheme provided by the DBF
Hours of work	Part-time 21 hours pw (0.6 of FTE 35 hours per week) worked flexibly Monday to Friday. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time)
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	The post holder will be required to travel throughout West Suffolk, and provide their own transport and insurance for business use. Expenses for mileage will be re-imbursed according to DBF standard procedures. The office base will be at 5 Russet Drive, Red Lodge

Other	<p>In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian as the post holder will be required to represent the Christian religion in relation to the mission of the project.</p> <p>Appointment to the post will be subject to an unblemished enhanced DBS check</p>
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NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

For an informal conversation please contact: Diane Grano, Rural Resource Leader Red Lodge on 07403210793

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<https://www.cofesuffolk.org/about-us/vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 5pm Monday 2nd November 2020

Interview Date: Thursday 19th November 2020