



Assistant to the Archdeacon of Ipswich Fixed Term Contract for Two Years

About Inspiring Ipswich

Inspiring Ipswich (II) is an exciting, seven-year mission project, due to end in Dec 2025, funded by the Church Commissioners and the Diocese of St Edmundsbury and Ipswich and focused entirely on the Anglican deanery of Ipswich.

The goals of Inspiring Ipswich are to:

- A. **Make meaningful contact with 15,000 new people across the town** - This figure has been surpassed, with roughly 18,000 contacts made at the last count.
- B. **Help 7,500 people explore the Christian faith** – We are currently at less than 30% of our target, so there is a lot more to do on this.
- C. **To help 1,500 people become disciples** - We are approaching 1,000 new disciples so the target is within sight.
- D. **To help start 25 new worshipping communities** - We have already started over 40, though a handful have fallen by the wayside. We are now aiming for 50!

Post - Introduction

This post is three-quarters-time (just less than 4 days a week) for two years and would suit a Christian who loves being pro-active about administration, organisation and evangelism.

We are looking for a highly organised, capable, easy-going, flexible and friendly individual who is passionate about mission and Inspiring Ipswich, to join the Inspiring Ipswich core team as the Assistant to the Archdeacon of Ipswich/Director of Inspiring Ipswich.

The successful candidate will be highly organised with the ability to effectively manage a range of competing priorities, with accuracy and attention to detail. You will be pro-active, professional and unflappable, with a friendly and approachable disposition. Due to the nature of this role, you must be able to maintain strict confidentiality.

The post holder's duties will span three key areas:

- a) providing effective administrative and organisational support to the Archdeacon of Ipswich to release her capacity for other priorities (e.g fundraising, networking and starting new projects/partnerships).
- b) helping to develop and co-lead ministry/mission project(s) within the Ipswich Deanery
- c) providing support for Inspiring Ipswich events and communications

Reporting to

The Director of Inspiring Ipswich (The Archdeacon of Ipswich). (If the Archdeacon moves on before December 2025, this post will be linked to an Interim II Director, the Area Dean or the Project Manager).

Key Connections

The post-holder will be a member of the Inspiring Ipswich core team

- a) Archdeacon of Ipswich/Director of Inspiring Ipswich
- b) II Project Manager
- c) II Administrator/Prayer Co-ordinator
- d) Other members of the II Team: Pioneers, Church Planters and Deanery Chaplains
- e) Area Dean of Ipswich and the Deanery Leadership Team
- f) Ipswich clergy and deanery lay leaders

Key Tasks include:

Primarily, the post exists to support the Archdeacon of Ipswich/II Project Director in the fulfilment of their strategic objectives. This includes:

Organisational and Grant Support

- a. To provide executive-level administrative and organisational support to the Archdeacon of Ipswich/II Project Director, typically 2h/day
- b. To prepare or commission a range of Communication projects
- c. To assist the Archdeacon (and sometimes other clergy/church leaders in the Deanery) to prepare high-quality grant applications (alongside the Diocesan Grants team who are good at identifying grants)

Mission Projects

- a. To spend a day per week in one or two church-based mission projects, to contribute to the II disciple-making goal. Projects might change each term e.g.
 - a. assist a strategically selected church to help start-up and run Messy Church
 - b. To establish a Youth Leaders' Network
- b. To initiate/co-ordinate/support various projects during the two-year post, which may include some of the following and equivalent projects that don't yet exist:
 - i. Co-ordination of additional lay posts across the deanery e.g. a network of Parish Assistants, (this could include basic HR processes)
 - ii. Promote the use of 'Take Time' (meditation tool) across the deanery
 - iii. Work with the Diocesan Under 5s Advisor to help us become a deanery with lots of intentionally Christian toddler groups
 - iv. Help the II Prayer Facilitator to get Prayer Spaces in Schools active in an extra 5 schools
 - v. Help set up a fruitful Youth Network throughout the Deanery to encourage more Christian youth work

Other Duties

- a. Play a full part in the Inspiring Ipswich core team, sharing in prayer, reflecting theologically and modelling the values of Inspiring Ipswich and 'communicating good news and helping to make disciples.'
- b. To support the II team with running our bi-annual Deanery conferences, monthly Missional Leaders' Lunches, and other Deanery events throughout the year, as required.
- c. To organise catering and hospitality for Deanery events at Picton House (e.g. a buffet meal for 25 people or help with dinner for 8 people. These may involve occasional evening work.)

Support

The post-holder will become part of a prayerful and supportive small team, meeting to pray on the days they work. The staff team aims to model the values of audacity, tenacity, unity, humility and generosity, amongst others, in all it does.

The project has two more years of promised funding (until the end of 2025), is a major plank in the diocesan strategy and is a pilot project for the wider Church of England with the potential for many other deaneries and dioceses to learn from it.

A significant proportion of the post-holder's working time will be spent at Picton House, 167 Valley Road, Ipswich IP1 4PQ so that when the Archdeacon is working from home, the post-holder is working in the same place and available for quick handovers. A desk in the diocesan office is available at other times or the post-holder can work from home, by agreement.

We very much look forward to welcoming the successful candidate and helping them to respond to God's call and to develop their gifts.

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.

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • 3 A-levels or equivalent 	<ul style="list-style-type: none"> • A Degree / Theological Diploma or Degree
<ul style="list-style-type: none"> • A passion for organisation and experience in a previous role which involved a significant amount of administration 	<ul style="list-style-type: none"> • A qualification in administration or project management
<ul style="list-style-type: none"> • Experience of helping others to explore faith, deepen their discipleship and develop in their vocation 	<ul style="list-style-type: none"> • Ministry experience with children and youth e.g. Messy Church, leading a Christian Youth Group • Experience of helping others to become disciples • Experience of encouraging young adults in ministry • Knowledge of and enthusiasm for new worshipping communities
Skills and Abilities /Aptitudes	
<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. 	<ul style="list-style-type: none"> • Experience of preparing grant applications • Experience of minute-taking
<ul style="list-style-type: none"> • Excellent organisational skills and ability to manage and prioritise a variety of demands. 	<ul style="list-style-type: none"> • Experience of organising conferences and event management

<ul style="list-style-type: none"> Ability to anticipate requirements, take the initiative and know when to ask for further assistance. 	<ul style="list-style-type: none"> Experience of hosting meetings and meals Experience in food preparation and food hygiene (L2 Food Hygiene online training will be provided)
<ul style="list-style-type: none"> Excellent interpersonal skills to develop good working relationships with a broad range of people of different ages and backgrounds. 	<ul style="list-style-type: none"> Able to win trust quickly. Able to encourage and equip others.
<ul style="list-style-type: none"> Ability to brief and manage external providers where necessary. 	<ul style="list-style-type: none"> Experience of co-ordinating communications professionals e.g videographers, website designers
<ul style="list-style-type: none"> Strong IT skills and knowledge of Microsoft Office, including Word, Excel, Power Point and Outlook 	<ul style="list-style-type: none"> Experience of using online tools, including Survey Monkey, Eventbrite and MailChimp and Wix (for website design/management) Experience of posting on social media accounts/channels Experience of using Canva to help with graphic design
Work-Related Personal Qualities	
<ul style="list-style-type: none"> A practising and prayerful Christian Enthusiastic about the missional vision of Inspiring Ipswich. 	<ul style="list-style-type: none"> Good understanding of the beliefs and aims of the Church of England Be an active member of an Anglican church
<ul style="list-style-type: none"> Professional with a cheerful and friendly disposition and a good sense of humour. 	
<ul style="list-style-type: none"> Ability to work flexibly, including on occasional evenings and weekends. 	

General Information About Us

The Diocese of St Edmundsbury & Ipswich has 481 churches in 111 benefices, 187 fresh expressions, 81 church schools and serves approximately 684,000 people living in a geographical area of more than 1,400 square miles.

The Deanery of Ipswich has 19 Parishes with 24 church buildings, 35+ new worshipping communities and 15 benefices. The population is approximately 150,000.

The Diocesan Board of Finance (DBF) 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	Between £30,147 and £34,320 FTE, (26 hours a week) dependent upon skills and experience. Please note: This post is subject to confirmation from the national CofE that monies from them towards this post can be spent in this way. We expect to receive confirmation by the time of the interviews, if not before.
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.

Length of contract	Fixed term funding for two years, say Jan 2024 – Dec 2025
Hours of work	26 hours per week (0.75 FTE of 35 hours a week) usually worked Monday to Wednesday 9-5pm and Thursday 9-3pm. There will be flexibility given/required around working hours e.g. occasional evening or weekend working (up to 4-5 events/month). TOIL (time off in lieu) is applicable for additional 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	Six 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	Primarily based at Picton House, IP1 4PQ Plus working in a church context for mission projects and at other times a desk can be provided at the diocesan office in Cutler Street, Ipswich IP1 1UQ IT equipment and a work mobile phone will be provided.
Other	This appointment is subject to an unblemished enhanced DBS check in relation to the requirements of this role. Use of own personal transport is highly desirable, which must be insured for business use. Approved expenses incurred for mileage and resources for the role may be claimed on the submission of receipts.

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: The Archdeacon of Ipswich, The Ven. Rhiannon King
Telephone: 07595 880584 archdeacon.rhiannon@cofesuffolk.org

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org/inspiring-ipswich>. 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 (copying in archdeacon.rhiannon@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: Wednesday 20th September 2023

Interview Date: Wednesday 27th September 2023 (at Picton House, IP1 4PQ)