



THE CHURCH  
OF ENGLAND  
SUFFOLK



Growing in God

## **ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE**

### **Job Description**

#### **ASSOCIATE LEADER OF THE LIGHTWAVE COMMUNITY (CIO) Part Time 17.5 hours per week**

#### **ABOUT THIS ROLE AND HOW THE OPPORTUNITY HAS DEVELOPED**

The Diocese of St Edmundsbury & Ipswich's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger'; in achieving the vision of "Growing in God" by being "Flourishing Congregations, Making a Difference".

The Lightwave Community (CIO) is a dispersed Christian community across the whole of the Diocese of St Edmundsbury and Ipswich which has a unique role in helping the diocese to fulfil these priorities. Lightwave has a vision for growing new disciples and bringing a wave of God's light and love in the county of Suffolk through small missional groups and fresh expressions of Church. Lightwave was started in 2018 with national Strategic Development Funding through a project called "Growing in God in the Countryside" and now has 35 small missional groups reaching out in diverse ways all over the county and three regional hub congregations.

The purpose of the role of the Associate Leader of the Lightwave Community is to provide strategic guidance and leadership in the development of Lightwave as a charity in the process of transition from being project funding dependent to being an ongoing flourishing missional community that is fully integrated within the structures of the Diocese whilst maintaining its pioneering charism. In particular the Associate Leader will work with every level of leadership in the community to further develop and implement the strategy for financial sustainability including local stewardship, big donors, grants and social enterprise.

#### **WHAT SORT OF PERSON MAY BE CALLED TO THIS ROLE?**

We are looking for an entrepreneur who is excited by the work of mission experimentation and making disciples. You will be keen to participate as a prayerful missionally active member of the Lightwave Community as well as a leader guiding its journey to maturity. You will have experience and proven success in charity development and sustainability, either in a secular or Christian context.

This role is being advertised at the same time as the Diocesan Development Officer for Social Enterprise and Community Development and we would welcome applications from people wishing to combine both roles as a full time position or separately as two roles.

#### **REPORTING TO**

Ven Sally Gaze (Leader of the Lightwave Community and Archdeacon for Rural Mission)  
and working in close collaboration with the Diocesan Mission Enabler or Director of Mission and Ministry

## **KEY CONNECTIONS**

- Leader and fellow associate leader of the Lightwave Community
- DBF colleagues
- Lightwave Hub and Group Leaders
- Lightwave fundraiser/bid writer
- Lightwave Community Treasurer/Project Manager
- Partner organisations for community development in Suffolk (eg County Council, SCA,
- Grant-making bodies relevant to the ministry of the Lightwave Community

## **KEY TASKS**

### **General**

- Share in the leadership of the Lightwave community with full involvement in prayer and discernment of development of the community
- Modelling good mission and discipleship practice, especially in the Lightwave group of which they are an active member.
- Promote the Lightwave approach to growing disciples through small missional, ecclesial groups.  
Promote the use of the Suffolk Discipleship Pathway in Mission Action Planning, intentionally enabling steps of discipleship alongside and connected to Christian social action

### **Sustainability and Governance focus**

- Oversee the implementation and further development of the plan for financial sustainability of the Lightwave Community, through increasing giving, stewardship, partnerships, and synergies with diocesan ministries and external grants.
- Lead the Sustainability Team which reports to the Board of Trustees for Lightwave (known as the Lightwave Community Council) which includes volunteers.
- Be the line supervisor of the Lightwave fundraiser/bid writer, overseeing fundraising activities and ensuring that appropriate grants are identified and applied for.
- Identify and where appropriate set up partnering arrangements with other organisations to promote Lightwave and fundraising or grant opportunities.
- Support significant initiatives including the central team in building a supporter base of individuals who give financially through either regular or one-off donations.
- Enable transition from a "Needs-based to Asset-based" approach of larger projects including those within the Lightwave Community.
- Working with the Diocesan Development Officer for Social Enterprise and Community Development in monitoring, evaluation and measurement of impact, and progress towards achieving the expected aims, outcomes, and outputs throughout funded projects
- Promote complementarity between pioneering and older models of ministry and be a catalyst for cultural change throughout the diocese, enhancing synergy between rural and urban approaches.
- Enable Growing in God in the Countryside Project work to align with Diocesan vision and strategy and to accelerate Diocesan work.
- Participation in other groups/committees which promote the Vision of Growing in God and have synergies with the goals of Growing in God in the Countryside.
- Other tasks as may be identified by the Leader of the Lightwave Community to further its mission.

## PERSON SPECIFICATION

### Qualifications/Knowledge and Experience

ESSENTIAL	DESIRABLE
As associate leader of a Church of England Bishop's Mission Order there is an occupational requirement for the postholder to be a Christian, and a regular worshipper in a member church of the Church of England or church in communion with the Church of England	
Experience of helping other people to discover Christian faith for the first time	
Successful experience of charity development and fundraising	Experience of charity development and fundraising in a Christian context
Experience of catalysing fruitful mission, evangelism and church growth	Experience of mission in rural and/or multi-parish or new housing contexts lay or ordained
Working understanding of Christian mission through small missional groups (e.g. cell church or micro-communities)	Experience of multiplying small missional groups
Experience of representing a significant charity or organisation at high level meetings.	Theological education to degree level or above

### Skills and Abilities / Aptitudes

ESSENTIAL	DESIRABLE
Entrepreneurial gifts including partnering with organisations and developing relationships with funders	Personal evangelistic gifting to share the gospel in a winning way.
Leading, supervising and training leaders of small missional ecclesial groups	
Excellent understanding of church and charity finances	
Strategic thinking. Able to develop the funding strategy and to translate this into plans for implementation	Biblical teaching and enabling learning for discipleship especially through more collaborative learning styles
Coaching, communication and training: Able to enable leaders in each hub to confidently take ownership for fundraising in their area	
Ability to review indicators and evidence of progress, and to adjust plans as needed.	Pastorally caring and discerning
Ability to lead the sustainability team including a paid bidwriter and committed volunteers.	Skills in stakeholder engagement,

Collaborative skills – able to work sympathetically with those in ministry in other local churches	
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### Role-Related Personal Qualities

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Person of prayer, committed to personal discipleship and growth	Love for and knowledge of rural Suffolk
An able leader who is also a generous-hearted team member	Approachable and fun
Able to work sympathetically with Christians in the community from a variety of churchmanships and styles	
Creative and innovative approach to mission	
Enthusiasm for evangelism and mission in rural and urban contexts	
Integrity and well-developed sense of responsibility	
Resilience and perseverance – able to maintain focus despite challenges, to find creative ways of dealing with difficulties, and to accept and deal with criticism in a constructive way	
Values community as the context for Christian growth and evangelism and embraces the Lightwave Community practices - All Involved, Becoming Disciples, Creating Community, Doing Evangelism, Encountering God	
Collaborative and confident approach – working with Diocesan staff, local churches and Lightwave CIO	
Committed to Diocesan (DBF) work values of respect, support, transparency and quality	

## GENERAL INFORMATION

### About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 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.

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Salary	The post will be at Band C of the St Edmundsbury & Ipswich Diocesan Board of Finance (DBF) Salary Scales, currently £24,125 (£48,250, full time equivalent) and will be for a fixed term initially for 3 years. The post may then be reviewed or extended to the end of 2029.
Pension provision	If eligible Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	17.5 hours per week worked flexibly with TOIL (time off in lieu) 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	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	Across the Diocese of St Edmundsbury and Ipswich. Office space available to the postholder at Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ

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. The role description will be amended over time, in full consultation with the postholder, to meet the needs of the Diocese.

**For an informal conversation please contact:** Ven Sally Gaze, Archdeacon for Rural Mission

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich \(cofesuffolk.org\)](https://www.cofesuffolk.org/vacancies)

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

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

**Closing Date for Applications:** 3<sup>rd</sup> March 2024

**Interview Date:** Week Commencing 11<sup>th</sup> March, with possible follow-up interviews w/c 18<sup>th</sup> or 25<sup>th</sup> March TBC