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

**Job Description**

**ASSOCIATE LEADER OF THE LIGHTWAVE COMMUNITY**

**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.

The Associate Leader will also support the Lightwave Forest Heath Hub based in Red Lodge in their day to day operations and their drive towards full sustainability.

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

We are looking for an entrepreneurial person with a background in finance and/or operations 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.

**REPORTING TO**

Revd Di Grano (Leader-designate of the Lightwave Community and Leader of the Lightwave Forest Heath Hub based on Red Lodge, Suffoilk)

**KEY CONNECTIONS**

* Diocesan Mission and Ministry department
* Lightwave Hub and Group leaders and volunteers
* Lightwave Forest Heath Hub and Group Leaders
* Lightwave fundraiser/bid writer
* Lightwave Book-keeper
* Growing in God in the Countryside Project Manager
* The Lightwave Community Council members (Lightwave CIO Trustees) and sub-teams
* Partner organisations for community development in Suffolk (eg County Council, SCA,
* Grant-making bodies relevant to the ministry of the Lightwave Community

**KEY TASKS**

**The role covers strategy, operations and financial sustainability for the whole of the Lightwave Community and its Hubs, groups and volunteers, with an additional focus on the Lightwave Forest Heath Hub.**

**General**

* Share in the leadership of the Lightwave community with full involvement in prayer and discernment of development of the community
* Responsible as Treasurer of the Lightwave Community for overall financial management.
* Working with Lightwave fundraiser/bid writer to drive for sustainability
* Responsible for Governance and HR for the Lightwave Community, leading the Governance team with delegated responsibility from the Lightwave Community Council
* Modelling good mission and discipleship practice, especially in the Lightwave group of which they are an active member.

**Specific areas of responsibility (not exhaustive)**

* **Vision and Strategy:** to work with the leader of Lightwave and the Forest Heath Hub to develop and implement the ongoing Vision for Lightwave on the ground, within the Hub teams, other clergy in their areas, and across the Lightwave Community.
* **Financial management and sustainability:** 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, leading the volunteer Sustainability Team which reports to the Lightwave Community Council. Be the line supervisor of the Lightwave fundraiser/bid writer, overseeing **fundraising** activities and ensuring that appropriate grants are identified and applied for, identifying and where appropriate set up partnering arrangements with other organisations to promote Lightwave and fundraising or grant opportunities.
* **Lightwave Community Treasurer** **and Forest Heath Hub Treasurer:** be responsible as Lightwave Community Treasurer for the finances of the Lightwave Community (with delegated responsibility to each hub), including budgeting, financial control, managing the budget and income and expenditure, working with the Lightwave Book-keeper
* **Overall operational responsibility** across the Lightwave Community for Information and Communications Strategy and operations, Staff and HR, Health and Safety, Safeguarding and overall administration, supporting the teams gathered to manage each of these areas.
* **Forest Heath Building Development Project**: Working with new building project team, and being a key part of the team in Red Lodge.

**PERSON SPECIFICATION**

**Qualifications/Knowledge and Experience**

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| **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**

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| --- | --- |
| **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 and how these work operationally day to day | Financial or accounting qualification |
| 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, book-keeper and committed volunteers. | Skills in stakeholder engagement, |
| Collaborative skills – able to work sympathetically with those in ministry in other local churches |  |

**Role-Related Personal Qualities**

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| **ESSENTIAL** | **DESIRABLE** |
| 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.

**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**

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| --- | --- |
| Salary | The post will be at Band C of the St Edmundsbury & Ipswich Diocesan Board of Finance (DBF) Salary Scales, Band C, salary range £45k to £47k and will be full time for a fixed term initially for 1 ½ years. The post may then be reviewed or extended to the end of 2027. |
| Pension provision | If eligible Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period. |
| Hours of work | 35 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 | Based at Red Lodge, Suffolk, with travel expected across the Diocese of St Edmundsbury and Ipswich. |

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:** Revd Diane Grano, Leader-designate of the Lightwave Community

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich (cofesuffolk.org)](https://www.cofesuffolk.org/about-us/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](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** Sunday 17th November 2024

**Interview Date:** Week Commencing 25th November 2024