



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

**DIOCESAN DEVELOPMENT OFFICER FOR SOCIAL ENTERPRISE & COMMUNITY  
DEVELOPMENT (INCLUDING NEW HOUSING)  
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.

Lightwave is a community designed for constant experimentation and learning which can benefit the wider diocese. A significant area of fruitfulness has been in Lightwave's witness in areas of new housing. We have seen growth in new disciples both in larger developments such as Red Lodge and smaller ones such as Aldringham. We have noticed a particular opportunity for churches to partner with councils to provide and manage community facilities. With significant new housing developments across the county, there is the opportunity to apply this learning and establish further expertise to support mission in areas of new housing for the whole diocese. This role is designed to support the sustainable development of new opportunities across the Diocese in areas of new housing, social action and wider community development as part of our Diocesan Strategic Transformation Programme.

**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 connected to social enterprise. You will be keen to make strong links with those catalysing pioneering mission in the diocese especially the Lightwave Community (BMO) and the Suffolk Centre of Mission

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 Associate Leader of the Lightwave Community Role and we welcome applications from people wishing to combine both roles as a full time position or separately as two roles.

**REPORTING TO**

Diocesan Mission Enabler or Director of Mission and Ministry, working in close collaboration with the Associate Leader of the Lightwave Community and Archdeacon for Rural Mission

If this role were to be combined with that of the Associate Leader of the Lightwave Community, the successful applicant will report to Archdeacon Sally Gaze, Leader of the Lightwave Community for both roles, working in close collaboration with the Diocesan Mission Enabler or Director of Mission and Ministry

## **KEY CONNECTIONS**

- Director of Ministry and Mission
- Leader and fellow associate leader of the Lightwave Community
- DBF colleagues
- Lightwave CIO, hub leaders. Partner organisations for community development in Suffolk (eg County Council, SCA,
- Grant-making bodies relevant to the role

## **KEY TASKS**

### **Diocesan Wide**

- Lead on the development of social enterprise, community development and larger new housing development projects in the Diocese including the Lightwave Community.
- Enable transition from a "Needs-based to Asset-based" approach of larger projects including those within the Lightwave Community.
- Oversee 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.
- Continue building relationships with community leaders to discern and recognize where Christian God is already present and at work. (Includes identifying promising places and pioneering people to establish small missional groups, fresh expressions, and new worshipping communities, in partnership with church leaders and local churches.)
- Enhance collaboration between social action & faith-sharing initiatives.
- Support Growing in God in the Countryside and Inspiring Ipswich 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.
- Advocate the Lightwave approach to growing disciples through small missional, ecclesial groups.
- Model and encourage good mission and discipleship practice, including experiencing ongoing wholistic mission and encouraging synergies with the Lightwave Community, including by being an active member of a Lightwave group
- Any other tasks as may be reasonably required from time to time

## PERSON SPECIFICATION

### Qualifications/Knowledge and Experience

ESSENTIAL	DESIRABLE
As a position involving Christian ministry, 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	
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 (eg cell church or micro-communities)	Experience of multiplying small missional groups
	Experience of working in ecumenical mission across denominations
	Theological education to degree level or above
Experience of representing a significant charity or organisation at high level meetings.	Experience of developing projects with planners and developers in areas of new housing.

### Skills and Abilities /Aptitudes

ESSENTIAL	DESIRABLE
Entrepreneurial gifts including partnering with organisations and developing relationships with funders	Evangelistic gifting to share the gospel in a winning way.
Excellent understanding of church and charity finances	Leading, supervising and training leaders of small missional ecclesial groups
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
Ability to review indicators and evidence of progress, and to adjust plans as needed.	Pastorally caring and discerning
Collaborative skills – able to work sympathetically with those in ministry in other local churches	

## Role-Related Personal Qualities

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Person of prayer, committed to personal discipleship and growth	Love for and knowledge of 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 a position involving Christian ministry, 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**

Salary	The post will be at Band C of the St Edmundsbury & Ipswich Diocesan Board of Finance (DBF) Salary Scales, currently £22,500 (£45,000 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