



Mission Project Officer (Mission & Ministry Team)

JOB DESCRIPTION

PURPOSE

We are looking for a creative, confident, personable team player to join us in the Mission and Ministry team to support, administer and develop a number of different exciting projects which will expand the mission of the diocese.

This role will suit someone confident in their administrative skills, ready to be pro-active in taking the work forward, able to balance the demands of different work streams and committed to working collaboratively with the different project leaders in the M&M team.

REPORTING TO

Diocesan Mission Enabler, with operational support from the Senior Administrator.

KEY CONNECTIONS

- Director of Mission and Ministry
- Diocesan Mission Enabler
- Diocesan Youth and Young Adults Officer
- Diocesan Children's and Families' Enabler
- Discipleship and Ministry Development Officer
- Diocesan Director of Ordinands
- The wider Mission and Ministry team members
- Communications team
- Finance team
- Diocesan Director of Education

KEY RESPONSIBILITIES

- To provide administrative, development and creative support for the work of M&M
- To be the first point of contact for clergy, lay ministers and the general public for the mission work of the diocese
- To communicate the opportunities for training and development across the diocese, keeping online pages up to date and relevant
- To manage and monitor the finances of the different projects of the team
- To work with the Senior Administrator on the wider work of M&M as needed, and to deputise where necessary

KEY DUTIES

- To support the projects of the M&M team which include training programmes for licensed ministry, mission action planning, growing younger, world mission, anti-bullying and growing in influence.

- To monitor the mission project data, including the tracking of mission action plans, and to disseminate appropriately
- To develop effective communication about the work of M&M through all possible channels including developing a Growing Younger newsletter
- To produce clear financial processes for administering and monitoring mission funds such as the Growth Fund and Beacon Fund
- To administer residential training programmes such as Growing Rural and Partnership for Missional Church

GENERAL DUTIES

To work with the Senior Administrator as required in:

- Supporting the work of licensed and commissioned ministries from promotion to licensing, and providing ongoing support for those licensed.
- Paying invoices and ministerial grants in accordance with policy and procedures as advised by the Finance Team.

Please Note:

This list of responsibilities is not exhaustive and the post holder may be required to undertake other duties of a similar nature, as may from time to time be required.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge	
<ul style="list-style-type: none"> • Fluency in Microsoft Office including Word, Excel, PowerPoint, Outlook, Publisher 	<ul style="list-style-type: none"> • Secretarial qualifications • English and Maths to Standard Grade or beyond
Experience	
<ul style="list-style-type: none"> • Working successfully and co-operating as a member of a team • Working on own initiative • Regular worshipper in a member of Churches Together in England and attested role model of Christian discipleship. (This post carries an occupational requirement to be a practising Christian as the post holder will be required to represent the Christian religion in education and mission of the church) • Negotiating with funders, grant applications and other third parties • Experience of taking minutes and preparing reports eg for grant panels 	<ul style="list-style-type: none"> • Website creation • Office experience • Mission and Evangelism engagement • Funding allocation and monitoring
Skills and Abilities /Aptitudes	
<ul style="list-style-type: none"> • Good written communication skills, and excellent verbal and digital communication skills, especially telephone manner and email communication. • Confident in managing financial controls, records and administering funds. • Confident with social media and updating website entries • Willingness to work collaboratively and assist with a range of activities as needed • Able to see new ways of doing things • A commitment to Continuing Professional Development 	

Work-Related Personal Qualities

- Creative and enthusiastic
- Punctual, organised and resourceful
- Approachable and empathic
- On occasion, willing to travel throughout the diocese to engage with training and mission events and programmes
- Willingness to work flexibly at weekends and evenings as needed
- Committed to DBF work values (Respect, Transparency, Quality and Well-being)
- An amiable personality and a good sense of humour!

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 443 parishes, 18 deaneries with 476 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 line with our Values of Respect, Transparency, Quality and Support.

Salary	Depending on experience, the post will be either Band D2 (£26,664) or D3 (£28,037) of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Full time, 35 hours per week Monday to Friday worked flexibility by agreement. TOIL (time off in lieu) is applicable for any evening and weekend working to be agreed with the line manager.
Holidays	25 days paid leave, public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation two weeks and thereafter one month

Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ (except job share where location might be split across the Diocese)
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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 informed conversation please contact: The Revd Canon Dave Gardner (Director of Mission and Ministry M: 07394 559887

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

Closing Date for Applications: Applications to be received by 5pm 9th May 2022

Interview Date: Tuesday 17th May 2022