



THE CHURCH  
OF ENGLAND  
**Diocese of St Edmundsbury  
and Ipswich**



**Inspiring  
Ipswich**

# **Inspiring Ipswich Pioneer – Holy Trinity/St Helen's**

## **JOB DESCRIPTION**

**Fixed Term Post: July / August 2024 to Nov 2025**  
**35 hours per week**  
**Full or part time**

### **DIOCESAN VISION & MISSION**

The Diocese of St Edmundsbury and Ipswich has four mission priorities. These 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".

### **INSPIRING IPSWICH**

Inspiring Ipswich is a seven-year revitalisation and evangelism project, part of the "Growing in God" vision for the Diocese, to help grow the number of disciples across Ipswich and improve the missional culture of the Anglican deanery. Our strapline for the deanery of Ipswich is to 'communicate good news and make disciples' and our values are to be 'pastoral, relational, inspirational and missional' in everything we do. We are now five years into the project.

Our four goals are to:

- make meaningful contact with 15 000 new people across the town (we are currently at about 22 000)
- help 7 500 to explore faith (we are far behind on this one at around 1700)
- help 1 500 to worship (at least monthly) in one of our churches (we are currently at around the 1100 mark)
- start at least 25 new worshipping communities (so far we have started 45. Our new goal is to start 50)

## **PURPOSE of this role**

With God's help, the main purposes of this role are:

- To help at least 30 new people become disciples across new and existing worshipping communities in the parishes of St Helen's and Holy Trinity. (In this context, a disciple is someone who is worshipping in one of our churches/worshipping communities at least monthly.) This will include:
  - Assisting in the establishment of two new worshipping communities in the parishes of Holy Trinity and St Helen's alongside the existing Pioneer Developer.
  - Contributing to the flourishing and growth of existing worshipping communities at St Helen's (Safe Harbour Church and St Helen's Messy Church)
  - Assisting with building the sustainability of all these worshipping communities
  - Being pastoral, relational, inspirational and missional

It is anticipated that this will be done by working alongside our experienced Pioneer Developer, Bob Hamilton, to plant a new worshipping community for people with disabilities at Holy Trinity (Church Hall), and a new Messy Church based at the Holy Trinity Church hall. This is whilst also steadily growing Safe Harbour Church and the St Helen's Messy Church. It is hoped that a full time postholder will see at least 10 people come to faith at St Helen's and at least 20 people across the two new worshipping communities at Holy Trinity as a result of their witness. These priorities will be discussed if the postholder is part time.

Safe Harbour Church and the Messy Church at St Helen's are already vibrant and growing congregations and we would like to embed these and make them more sustainable (NB Safe Harbour Church exists to reach out to those 'bruised and battered by the storms of every day life.')

At present, Holy Trinity is a dis-used church building in a great location close to the University of Suffolk. It used to house the joint St Helen's/Holy Trinity/St Luke's congregation but when a boiler ceased to work a few years ago the congregation moved to a different location and the church and its hall have been empty since. The PCC have plans to sort out the heating situation and to help breathe new life into this area of town by using the church hall (to start off with) as a base for two new worshipping communities, one for people with disabilities and their carers and the other for a Messy Church. It is currently used temporarily for a 24/7 prayer base.

## **REPORTING TO**

Inspiring Ipswich Pioneer Developer, Bob Hamilton (Line Manager for this post)

*Bob has been a key member of the Inspiring Ipswich team for more than 4 four years and has co-led the popular Deanery 'Growing Leaders' course (CPAS), started up Safe Harbour Church, Messy Church at St Helen's, helps to run the diocesan 'Mission Shaped Ministry' course and has inspired numerous pioneers throughout the deanery of Ipswich. Before this, Bob was a primary school teacher.*

## KEY CONNECTIONS

- Archdeacon of Ipswich
- Priest in Charge of St Helen's, St Lukes and Holy Trinity Church, Ipswich
- PCC of Holy Trinity
- Local disability groups
- Inspiring Ipswich Lead Pioneer Developer
- Inspiring Ipswich Project Manager
- Inspiring Ipswich Administrator
- Area Dean of Ipswich
- Assistant to the Archdeacon of Ipswich
- Diocese Education Team

## KEY RESPONSIBILITIES

The following is a list of key responsibilities and an indication of the time allocated to each location.

### a) 0.4 – Holy Trinity

- To assist the Pioneer Developer to run two new worshipping communities based at the Holy Trinity Church Hall
- This will involve deepening relationships with local communities and organisations. It is envisaged that this will then feed into a Messy Church at Holy Trinity
- To assist the Pioneer Developer to start a new group for people with disabilities and their carers with the plan to grow a new worshipping community out of this
- To find ways to continue to fund the position
- To inspire and mentor Christians from across Ipswich to support the work so it is sustainable beyond the end of the Inspiring Ipswich project
- To train up new worshippers, when appropriate, to take up leadership roles in the new worshipping communities
- To run regular explorer courses, such as Alpha courses, and to prepare new Christians for baptism and confirmation in conjunction with the wider benefice
- To keep records (appropriately complying with GDPR) for all missional activities

### b) 0.4 – Safe Harbour Church and Messy Church at St Helen's

- To enable the continued flourishing of the Safe Harbour Church by helping to lead worship, prayers and small groups and by helping to create discipleship stepping stones for those who are part of the community
- To make contacts at the St Helen's Top Up Shop and to help refer customers to sources of spiritual, physical and emotional support
- To support the Priest-in-Charge of St Helen's, Holy Trinity and St Luke's, when time allows, with one-off missional events

### c) 0.2 – General

- To work with the Pioneer Developer and Inspiring Ipswich team to apply for additional funding to lengthen the duration of this work
- To work with the priest in charge to prioritise the long-term sustainability of the worshipping communities
- To pray daily (via Zoom) with the Inspiring Ipswich core team and to commit all

relationships to private prayer

- To join the Wednesday morning Inspiring Ipswich team meeting, looking to discover 'where has God been at work since we last met'
- To help out with Inspiring Ipswich tasks (e.g taking part in Deanery conferences) as appropriate
- Any other strategic and practical duties as required to ensure the success of the Inspiring Ipswich and diocesan goals.
- When working with children and young people in educational or youth club settings etc adhere to the policies and procedures of the setting, including safeguarding, health and safety, code of conduct etc.
- Work with integrity and within the appropriate professional boundaries, particularly when working directly with children and young people.

## PERSON SPECIFICATION

*Under the 2010 Equality Act, schedule 9, there is a genuine occupational requirement for this post-holder to be a practising Christian.*

<b>Qualifications, knowledge, training and experience</b>	
<b>Essential</b>	<b>Desirable</b>
A good working knowledge of safeguarding best practice in a church context	Experience of implementing a safeguarding culture in a church
A levels or vocational equivalent e.g. working with children and/or community development, level 3 Youth Work Practice	Qualification in Theology and/or Pioneer Ministry.  Teaching Qualification
A willingness to support others in submitting grant applications for the continuation of this post and others	Experience of assisting with grant applications
To have been a participant on a discipleship course of some description	Alpha course/ confirmation training (or equivalent)
Experience of working in a church setting with any of the following: children and families; areas of deprivation; people with disabilities and their carers  Exemplary in safeguarding practices	Expertise in working with children and families  Expertise in working with people with disabilities
Experience of helping others to explore faith and deepen their discipleship	Experience of leading a fresh expression of Church, and a good understanding of what helps such churches to grow, flourish and be sustained.  Experience of leading faith explorer courses e.g. START, Stir, Alpha  Experience of leading bible studies and or small groups in prayer
<b>Skills / Abilities / Aptitudes</b>	
Self-starting, missional and pioneer instincts to start up new things with a view to sustainability, good governance and a priority to robust safeguarding practice  Self-motivated and ability to prioritise tasks	

Ability to engage in evangelistic conversations in an inspiring, relaxed and respectful manner (gift of evangelism)	
Ability to communicate well with people at all levels, both verbally and written Ability to engage well with people with disabilities Good networking and relationship-building skills Good IT Skills, e.g email, word and social media	Ability to create attractive posters and promotional materials using software such as CANVA
Ability to design crafts, drama and run a thriving Messy Church with children and their parents/carers	
Skilled at sharing faith with children and families	Skilled at sharing faith with people with disabilities
<b>Work-related Personal Qualities</b>	
A passion to see the Church in Ipswich grow numerically, younger, in depth and in impact and to play a key part in this.	Experience of leading a church or fresh expression into growth
Good organisational skills – to organise well-functioning groups and events	
A mature Christian of any denomination, committed to prayer, and a regular member of a church Sympathetic to the beliefs & practices of the Church of England	A regular practising member of the Church of England with a nuanced understanding of the different traditions within the Church and how to work to each of their strengths
Willing to work as part of a team Warm, kind, generous and hospitable Pastorally sensitive and able to work well with people of all ages, all backgrounds and situations	

## GENERAL INFORMATION About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices, across three archdeaconries, and serves approximately 660,000 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.

### Terms and conditions – General Information

Contract	July / August 2024 – end of November 2025, due to external funding ending.
Salary	The salary range for this post is £26-£28k FTE per annum dependent upon experience. (Band A)
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	35 hours a week. This could include occasional evening and weekend work (once a month on a Sunday, or more often if the candidate is open to this) We are open to considering part-time working options so if this job excites you, please do not be put off if you are not able to commit to full-time hours.
Holidays	25 days pro-rata paid leave in addition to the usual 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 2 weeks and thereafter 1 month
Place of work	Official base: Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ. (Please note that there is limited parking available onsite with spaces allocated on a rota system.)  The postholder will need to be flexible and able to work from home by agreement.
DBS requirement	The appointment is subject to an unblemished enhanced DBS check in relation to the requirements of this role.
Transport	The postholder will require use of own personal transport (bike or car) and provide evidence of insurance cover for business use. Approved expenses incurred for mileage and resources for the role may be claimed on the submission of receipts.

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

For an informal conversation about the post please email [archdeacon.rhiannon@cofesuffolk.org](mailto:archdeacon.rhiannon@cofesuffolk.org) in the first instance, to arrange a telephone call.

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<http://www.cofesuffolk.org/vacancies>

**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 or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** 15<sup>th</sup> July 2024

**Interview Date:** 24<sup>th</sup> July 2024