



ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE

Job Description

LEAD FOR OPERATIONS, THE LIGHTWAVE COMMUNITY AND LIGHTWAVE FOREST HEATH HUB

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 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 to 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. 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, Suffolk)

KEY CONNECTIONS

- Diocesan Mission and Ministry Department
- Lightwave Forest Heath Hub and Group Leaders
- Other Lightwave Hub and Group leaders and volunteers
- 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

RESPONSIBLE FOR

- Book-keeper
- Co-Leader of Forest Heath Hub

KEY TASKS

While the role covers the whole of the Lightwave Community and its Hubs, the main focus is for strategy, operations and financial sustainability for the Lightwave Forest Heath Hub, while supporting volunteers from other hubs and groups and the community as a whole.

General

- Share in the leadership of the Lightwave
- Responsible as Treasurer of the Lightwave Community for overall financial management, with specific responsibility for the Forest Heath Hub.
- Drive for sustainability, for Forest Heath and Lightwave as a whole.
- Responsible for Governance and HR for the Lightwave Community, leading the Governance team with delegated responsibility from the Lightwave Community Council

Specific areas of responsibility (not exhaustive)

- **Vision and Strategy:** to work with the leader of Lightwave and the Forest Heath Hub to assist in the development and implementation of 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, focusing on the Lightwave Forest Heath Hub 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. 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 and especially within the Hub for Information and Communications Strategy and operations, Staff and HR, Health and Safety, Safeguarding and overall administration, supporting 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

ESSENTIAL	DESIRABLE
Successful experience of charity development and fundraising	Experience of charity development and fundraising in a Christian context
Experience of representing a significant charity or organisation at high level meetings.	Degree level or above
BTEC, A-levels or equivalent	Qualification in finance, law or contracts

Skills and Abilities /Aptitudes

ESSENTIAL	DESIRABLE
Entrepreneurial gifts including partnering with organisations and developing relationships with funders	
Excellent understanding of church and charity finances and how this works operationally day to day	Financial or accounting qualification
Strategic thinking. Able to develop the funding strategy and to translate this into plans for implementation	
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.	
Ability to lead the sustainability team including a paid bid-writer, book-keeper and committed volunteers.	Skills in stakeholder engagement,
Good knowledge and understanding of Health and Safety	
Good knowledge and understanding of Safeguarding	

Role-Related Personal Qualities

ESSENTIAL	DESIRABLE
	Love for and knowledge of rural Suffolk
An able leader and generous-hearted team member	Approachable and fun
Support a creative and innovative approach to mission	

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	
Sympathetic to 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 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

Salary	The post will be at Band B the St Edmundsbury & Ipswich Diocesan Board of Finance (DBF) Salary Scales, currently (£40,878) and will be full time.
Term	Fixed term for 3 years.
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 diane.grano@cofesuffolk.org **Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich \(cofesuffolk.org\)](http://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: 19th May 2025

Interview Date: Week Commencing 26th May 2025, with possible follow-up interviews w/c 29th May 2025