

**THE NATIONAL INSTITUTIONS
OF THE CHURCH OF ENGLAND**

MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL

MISSION AND PUBLIC AFFAIRS DIVISION

JOB TITLE:	Home Affairs Policy Adviser and Project Manager
GRADE:	Band 2
LOCATION:	Based at Church House, Westminster, with some national (and possible occasional international) travel.
ACCOUNTABLE TO:	Director, Mission and Public Affairs Division
KEY RELATIONSHIPS:	Director and team members of the Mission and Public Affairs Division; Project staff working on MPA programmes; Chair and members of the MPA Council; Bishops (especially the bishop for prisons and lead bishops on refugees, marriage and other topics); the Chaplain General for Prisons.
BACKGROUND:	The Mission and Public Affairs Division is responsible for the Church of England's mission to society through the support of initiatives in the local church, support of world mission partners, engagement with ethical issues in government and society, and other related areas of the church's national work. It is accountable to the General Synod through the Archbishops' Council.
PURPOSE:	<p>The Home Affairs Policy Adviser will be part of a small team of specialist staff who deliver advice, reports and expertise to a variety of stakeholders in the Church of England on matters of public policy and ethics. They monitor and respond to government policy on issues of concern to the churches and seek to promote the church's vision of human flourishing and strong communities. Members of the team have complementary specialisms, working with colleagues to address complex social questions. On occasion, they are required to represent the church's positions in various public forums including relating its policy positions to its doctrine.</p> <p>To balance advice-giving with practical experience, the post holder will (like other MPA Advisors) develop and</p>

support initiatives which help dioceses and parishes to deliver social outcomes such as the resettlement of refugee families, responses to modern slavery etc. These projects are usually externally funded, time limited and employ staff to deliver their objectives. The post holder will work with others to develop project plans, funding and management of MPA-based staff working in fields relevant to the job portfolio.

MAIN DUTIES AND RESPONSIBILITIES:

- Sharing the work of MPA in keeping abreast of, responding to and initiating action on, issues of ethical, political and public concern.
- Taking the lead responsibility for the Church of England's national responses to public policy on Home Affairs, including work on penal policy, criminal justice, social policy (such as equalities), marriage and family life and similar areas.
- Working with colleagues to deliver a multi-disciplinary approach to the Division's work;
- Maintaining knowledge of, and contact with, the relevant government departments and officials in other public bodies and agencies.
- Maintaining links with relevant professional, voluntary and non-governmental organisations.
- Representing, as necessary, the views and perspectives of the Church of England on relevant issues in public and private meetings and forums. This may include engaging in public debate and explaining the reasoning behind the church's public policies (including theological reasoning).
- Providing briefings for bishops, the General Synod, the Archbishops' Council, the MPA Council, ecumenical bodies, diocesan advisers and others within the areas of work covered by the post.
- Developing initiatives to support social action in dioceses and parishes, including negotiating with potential partner bodies, funders etc.
- Managing staff of some of the social action projects based in MPA, especially where the projects are complementary to the Home Affairs agendas; helping to deliver project outcomes, manage staff and design new initiatives.
- Undertaking such other duties as may be necessary within the Division at the request of the Director of MPA.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION:

Essential

Education:

- The post holder must demonstrate an ability to work with academic material and to engage with academics in the field in a manner which commands their respect. This would usually be demonstrated through the possession of a good honours degree or equivalent in a relevant discipline (such as ethics, law, social policy, theology etc) although a substantial portfolio of relevant experience may also be evidence of suitability.

Skills/Aptitudes:

- Good analytical skills and the ability to understand practice in the context of wider theological/theoretical frameworks.
- Excellent written and verbal communication skills.
- An ability to manage project staff and work with varied governance models for projects.
- Commitment to the church's ministry and mission in the contemporary world.

Knowledge/Experience:

- Knowledge of the life and structures of the Church of England.
- An extensive knowledge and understanding of policy and thought in the fields of criminal justice, law and social policy.
- Sufficient familiarity with Christian theology and ethics to understand their relevance to other disciplines.

Personal Attributes:

- The ability to work on one's own initiative whilst also being a collaborative team player.
- The ability to deliver complex and accurate work rapidly.
- The ability to learn from others and enable them to learn from each other.
- Good IT literacy in general;

Circumstances:

- Willingness and ability to travel within the UK, sometimes including overnight trips.

Desirable

Education:

- Evidence of high level academic ability, demonstrated through (e.g.) a higher or research degree or equivalent in a relevant subject (as above).

Skills/Aptitudes:

- Direct experience of delivering briefing materials and presenting complex material to a variety of audiences.

Knowledge/Experience:

- A detailed understanding of Anglican structures of governance, authority and ministry.
- Understanding of political processes and structures.
- A good knowledge of developments in related fields beyond personal specialisms.
- Direct experience of project management, staff management and project funding.
- Fluent use of Microsoft Word, PowerPoint and other IT programmes.