



## Job Description

JOB DESCRIPTION	
<b>JOB TITLE:</b>	Rural Churches Volunteers Project Officer
<b>SALARY:</b>	£30,000 pa – funded through a National Lottery Heritage Fund grant under Places of Worship: Inspiring Ideas programme
<b>RESPONSIBLE TO:</b>	DAC and Pastoral Secretary
<b>RESPONSIBLE FOR:</b>	Volunteers
<b>CONTRACTUAL STATUS:</b>	18 months fixed term
<b>KEY RELATIONSHIPS:</b>	The DAC and Pastoral Secretary, Historic Churches Support Officer and the Church Development Officer; incumbents, churchwardens and PCCs of the two deaneries which form the pilot areas, volunteers and other stakeholders.
<b>MAIN LOCATION:</b>	Edward King House, Minster Yard, Lincoln, LN2 1PU
<b>HOURS OF WORK:</b>	37.5 hours per week, normally 8.30am to 5pm with a requirement to work occasional evenings and weekends.
<b>JOB SUMMARY:</b>	The Project Officer will take the lead in building capacity in the rural churches of Lincolnshire. They will develop a volunteer recruitment programme which will include the creation of training events, materials and volunteer role descriptions to enable the recruitment of volunteers from the local community and further afield. These volunteers will assist parishes with church projects, bringing the additional skills required to make such projects successful. The project has the potential to be a model for other dioceses and the Project Officer will also be responsible for project evaluation and working closely with an External Evaluation Consultant who will be appointed to produce the final evaluation report.
<b>KEY DUTIES AND RESPONSIBILITIES:</b>	<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Work closely with the Church Buildings Team to develop recruitment and training materials for project activities.</li><li>• To undertake the marketing and promotion of project events and activities including an active social media campaign to target as wide an audience as possible.</li><li>• Develop a volunteer training and recruitment plan and then recruit and manage volunteers making short, medium or long term contributions to the project.</li><li>• Deliver the recruitment and training events.</li><li>• Liaise with Parochial Church Councils (PCCs), local community groups, incumbents and other diocesan staff to assist with the delivery of project activities.</li></ul>

	<ul style="list-style-type: none"> <li>• To keep records of all activities, project costs, volunteer contributions and other information to ensure that the National Lottery Heritage Fund are fully informed of progress.</li> <li>• To ensure that evaluation is collected in line with the evaluation methodology.</li> <li>• To lead on connecting with other NHLF 'Inspiring Ideas' projects as a part of the co-learning process.</li> <li>• To lead on communications with the NHLF including monitoring meetings, monthly reports and grant requests.</li> <li>• To ensure that all activities are carried out in accordance with current health and safety requirements.</li> <li>• To undertake other duties and responsibilities of a similar level as may from time to time be required.</li> </ul>
<b>CONTINUED PROFESSIONAL DEVELOPMENT</b>	The Diocese has an Appraisal process which encourages appropriate training and development of skills and experience. In addition to any training or development judged essential to undertaking the duties of this post.

### General responsibilities

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.

The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date \_\_\_\_\_

Head of Department \_\_\_\_\_

Signature \_\_\_\_\_

Next Review Date \_\_\_\_\_