



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

JOB DESCRIPTION

Transforming Mission Programme Support Officer

Status: Fixed Term (2 Years)
Location: Church House, Threemilestone, Truro
Reports to: Transforming Mission Strategic Programme Manager (SPM)
Salary: £20,000 - £23,000 per annum (21 hours pro rata = £12,000 - £13,800)
Hours: 21 per week (applications for flexible working will be considered)

Main purpose of the role

To provide project administrative support for the Transforming Mission (TM) Programme with a focus upon the organising, delivery and administration of the Programme

Key relationships

The key relationships are with the TM Strategic Programme Manager (SPM), the TM team and the Church House Operations team including the Operations Manager.

Background

The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly to “Discover God’s Kingdom, Grow the Church”.

TM is a model for the renewal of church life across the Diocese of Truro. This programme seeks to develop a version of resourcing church that learns and borrows from current practice in other dioceses but is tailored to fit the Cornish context. The initial implementation of the model was in Falmouth, with four more parishes now joining the programme. Its key objectives are to:

- Develop **thriving missional communities ; especially in relation to families and young people**
- Identify, nurture and train **future leaders in ministry**, lay and ordained, who can be deployed in the Deanery, Diocese and the wider Church
- Develop a model of **town resourcing church**, which will be replicated across towns in Cornwall and beyond
- Develop an interconnected network of resources to be shared across the parish to best serve the missional community, including venues, equipment and people
- Ensure TM resourcing churches are sustainable by 2026

Key Duties and Responsibilities

1. Project Support

- Co - ordinate the receiving and communication of programme information
- Manage small project streams within the larger programme
- Oversee the storage of programme management information (online)

- Provide logistical support to local implementation of the programme where needed
- To compile reports on progress of work as required.

2. Provision of administrative support to the Transforming Mission Programme, to include

- Arranging meetings (and minute taking on occasions) as directed by the SPM
- Administer the effective storage of programme data and reporting, including financial records
- To provide general administrative support to the TM programme as required.

3. Support of Transforming Mission communications

- Develop and manage the social media presence for TM (in partnership with the SPM, local Church Teams and Church House Communications team);
- Manage the content of the TM website (in partnership with the SPM , Local Church Teams, Church House Communications team);
- Work with the Church House Communications team to prepare and promote media releases and to develop the media profile of TM and its activities;
- To assist in the management of the TM brand, to support colleagues to produce materials which are appropriately branded and high quality;
- To co-ordinate the development and publication of programme materials, which may include liaising with suppliers, contractors and other services.

4. Engagement with church communities and other stakeholders:

- To attend meetings, events and activities in the relevant churches as appropriate;
- To assist in the planning and implementation of consultation activities and events;
- To liaise with key stakeholders on the implementation of projects

5. Health & Safety

- To ensure that Health and Safety Risk Assessments are carried out for all relevant activities and that appropriate mitigation of identified risks are implemented.
- To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

6. Safeguarding

To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

7. To undertake other duties, as may be required from time to time

All staff are expected to assist their colleagues and to have a helpful, cross-organisational approach.

8. To undertake relevant training required to best carry out the role, if required.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment

Person Specification

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working within a project • Extensive administration experience • Experience of engaging and maintaining relationships with external stakeholders. • Experience of organising events requiring liaison with a variety of partners. • Use of social media 	<ul style="list-style-type: none"> • Delivery of project management tasks • Relevant experience in one or more the specialisms • Experience of working with CofE clergy and/or in a faith based organisation • Updating social media and websites
Qualifications and Training		<ul style="list-style-type: none"> • Qualifications or training in relevant matters such as administration, IT and Project Management
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Ability to build good relationships and work as part of a team while maintaining discretion and confidentiality. • Strong communication skills, both written and spoken. • Excellent IT skills, including advanced knowledge of all aspects of Microsoft Office. • Excellent organisational & administration skills • Strong interpersonal skills, inc ability to deal with different types of people at all levels in a direct, tactful & diplomatic way • Good analytical and problem solving skills • A self - starter who has the ability to work on their own initiative • Excellent attention to detail • An ability to prioritise and plan workload 	<ul style="list-style-type: none"> • Budget Management • A working knowledge of the structure of the Church of England • Some working knowledge of health and safety and undertaking risk assessment
Personal qualities	<ul style="list-style-type: none"> • Understanding of, and commitment to, equality and diversity policy and practice • Sympathetic to the work of the church as well as being willing to learn about the culture of church life. 	

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.