

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: Archbishops Council

Ministry Division

JOB PROFILE

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| JOB TITLE: | Lay Ministries Officer |
| GRADE: | Band Three |
| LOCATION: | Church House, Great Smith Street, London WC1 |
| ACCOUNTABLE TO: | (Interim) Director of Ministry |
| RESPONSIBLE FOR: | |
| KEY RELATIONSHIPS: | Archbishops' Council; the House of Bishops – in particular the lead bishop for Lay Ministry - currently the Chair of the Central Readers Council and the College of Evangelists; Ministry Council; Diocesan Directors of Ministry and Lay Ministry Officers; members of the Ministry Division Senior Management Team and other Ministry Division colleagues, in particular the Communications Officer and Events Manager; the Programme Director for Setting God's People Free; the Pioneer Development Officer, the Research and Statistics team in their work mapping lay ministry across the Church of England, and FOAC in their work on discipleship. |
| BACKGROUND: | Two reports to General Synod, <i>Serving Together</i> and <i>Setting God's People Free</i> , have highlighted the importance of lay leadership and ministry in the Church of England and underscored the importance that these roles play in resourcing lay vocation and witness in the world. In response to the recommendations of these reports, Ministry Division is seeking to appoint a national Lay Ministries Officer to promote and support lay ministry. The post holder will work in partnership with those in leadership and governance roles across the whole range of ministries, including Readers, Pioneers and Evangelists, Worship Leaders and Pastoral Assistants. In recognition of the importance of this role, the post holder will be a member of the Senior Management Team, resourcing Ministry Council contributing to the setting of strategy. |
| JOB SUMMARY: | To raise the profile of lay ministry within the Church of England; to support the work of dioceses in growing vocations to lay ministry, ensuring appropriate training, and sharing best practice in lifelong learning insofar as they relate lay ministers. |

This post is subject to an occupational requirement that the post holder be a practising Anglican within the Church of England under Part 1 of Schedule 9 of the Equality Act 2010 as the post holder will actively promote and practice Christian vocation, discernment and formation, in particular in relation to ministries licensed under Canon, and will need to represent the national Church structures at the highest level with bishops and diocesan staff.

MAIN DUTIES AND RESPONSIBILITIES:

1. Sharing in the strategic leadership of Ministry Division as a member of the Senior Management Team, with a particular emphasis on ensuring that lay ministry remains a key component of the thinking, strategic planning and resourcing of the work of Ministry Division.
2. Developing a clear narrative on the place of lay ministry in the life and witness of the church and working with colleagues to help articulate the contribution this makes across multiple work streams in the Renewal and Reform programme, including Vocations, Discipleship, and Setting God's People Free.
3. Acting as an advocate for lay ministry and influencing bishops and diocesan officers to promote the quantity and diversity of lay ministry in the Church of England
4. Ensuring effective communication with bishops and diocesan officers over matters to do with lay vocation, discernment and training.
5. Sharing in the development of culture change within the Division to ensure that the Division is experienced as collaborative, responsive and professional by bishops, TEI's and diocesan officers.
6. Directing the Events Officer in project managing national and regional events to promote and develop the national conversation and learning communities around lay ministry.
7. Setting up a reference group including membership from across the diversity of lay ministries and ensuring that there is BAME representation on such a group.
8. Bringing together diocesan lay champions, lay ministry officers or lay training officers to share best practice on a regular basis.
9. Contributing as a member of the reference group for the lay ministries research being carried out by Research and Statistics – and in due course bringing recommendations to Ministry Council based on this research, in particular with regard to targets for increasing vocations to authorised or commissioned lay ministries.
10. Developing a wide-ranging knowledge of the ways that lay ministers are discerned, trained and authorised within the Church of England so that Ministry Council and the House of Bishops can be resourced for future planning, recognising the need for local subsidiarity and national assurance in public representational ministry.
11. Ensuring that the Ministry Division website gives parity to lay ministries by sharing good practice, highlighting stories and collecting relevant and interesting research
12. Considering other ways in which social media can support those in lay ministry, through e.g. learning hubs, Facebook pages, resource signposting etc
13. Acting as the first point of liaison with the Central Readers Council on developments in lay ministry, and in particular with the Reader Training Project Officer on developments in CMD for Lay Readers.
14. Liaising with colleagues in the Formation Team in regard to Reader training.
15. Liaising with the programme director of Setting God's People Free to provide clarity over shared aims and work in the NCI's to resource discipleship, leadership and ministry.
16. Working collaboratively with colleagues in the Evangelism and Discipleship Team to develop the role that lay ministry plays in building up the life and witness of the whole people of God

17. Liaising with the Pioneer Development Officer in supporting lay pioneers.

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:

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria and both are grouped into the categories listed below. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities. Anything that is not absolutely 'essential' falls into this category.

Essential

Experience

1. Experience of lay ministry within the Church of England or of working closely with lay ministers in a diocesan setting
2. Personal Experience in managing complexity, demonstrating experience in managing multiple work streams and stakeholders while retaining a clear grasp both of the bigger picture and the necessary detail.
3. Experience in project management, including responsibility for planning, execution and budgets.
4. Experience in deriving strategy from vision, informed and resourced by statistics and data

Knowledge and Skills

5. A clear grasp of the way in which lay ministry forms an integral part of the shared ministry of the Church of England, and how this operates cooperatively with ordained ministries in serving the church.
6. A clear grasp of the variety of lay ministries, both authorised and commissioned within the Church of England, their diversity and the way in which they respond to local context
7. Awareness of recent initiatives in the Renewal and Reform of the Church of England including those relating to evangelism and discipleship
8. The theological resources to develop a compelling narrative about lay ministry capable of influencing the wide diversity of stakeholders within the Church of England
9. Ability to negotiate with ease the relationship between parishes, dioceses and the central structures of the Church of England
10. Can write engagingly with sensitivity to varied audiences
11. Understands the importance of diversity and is passionate about achieving equality of access to all, recognising that this may require particular and targeted interventions.

Personal Attributes

12. Enthusiastic and outgoing, able to work with a wide variety of stakeholders
13. Efficient and well organised, able to manage their own administration in a timely and well prioritised manner and comfortable with a range of Office applications
14. Confidence, authority and sensitivity to interact with bishops and diocesan officers to promote the quantity and diversity of lay ministry in the Church of England
15. Willingness to work across the breadth of tradition within the Church of England and to support that diversity within the five guiding principles
16. Personal maturity and emotional intelligence that will contribute to the development of culture change within the Division, acting in a collaborative, responsive and professional manner with stakeholders.
17. Works well in a team, is self-reliant, understands their own strengths and preferences and knows how to mitigate them.

Other

18. Is able to travel and to work at weekends from time to time

Desirable

1. Experience in working with data and statistics, for example in social science research
2. Experience in communicating through social media in a third sector or business setting
3. A working knowledge of Common Awards and/or adult learning
4. Experience of the diversity of the Church of England in both rural and urban settings

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

- Excellence:**
- Understand the needs and expectations of those we serve and support
 - Take pride in doing a good job
 - Take personal responsibility for solving problems and learn from what we do
 - Support what works but be open to and welcome change where it's needed
 - Work with others to get the best Result for those we serve and support

- Respect:** we treat everyone with dignity
- Value people for who they are and embrace our differences
 - Listen and learn from each other, regardless of who or what we are
 - Set clear, realistic and fair expectations
 - Recognise achievement and support each other

- Integrity:** we are trustworthy
- Do what we have said we will do
 - Take accountability for what we do
 - Be open and straightforward with ourselves and others
 - Celebrate behaviours that support our values and challenge those that don't

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

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, customers 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.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT:

Starting Salary: Salary starts at the probationary point of £44,298 per annum. On satisfactory completion of the probationary period the salary will rise to the standard point for the band £49,113 per annum.

Pension Contributions: Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions

Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

The National Church Institutions have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Duty: Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.

Annual Leave: 25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is offered on an open-ended contract, subject to a six-month probationary period.

Closing date for receipt of applications:

**The closing date for receipt of application is
Friday 1 February 2019**

Interviews: **Friday 15 February 2019
at Church House, Westminster**