



Job Description

EMPLOYER:	The London Diocesan Fund
JOB TITLE:	Two Cities Area Director of Mission Development
RESPONSIBLE TO:	The Archdeacon of London

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Overview

The purpose of this new role is to support the development of Churches in the City of London and the City of Westminster (the Two Cities) in the development of Mission opportunities, including the planning of specific projects, advice and support for the management of stakeholder relations, and the provision of advice to parishes in mission development.

Job summary

Working closely with the Bishop of London (who is also Bishop of the Two Cities) and the Archdeacon of London, the role holder will act as a catalyst to encourage and enhance the Mission and ministry of the church in Two Cities Area, in line with the objectives of Capital vision 20120.

The Area Director of Mission will work as part of the Archdeaconry team to help churches develop their mission plans by working closely with local churches, PCC's, clergy and congregations. The post holder will support the Archdeacon in aspects of wider strategic planning and will also engage with some of the strategic relationships and partnerships maintained by the Archdeacon.

The role will be ideal for someone who looks to develop towards more senior leadership in the church and support for this will be given.

The role will be at least 0.6 (three days a week). It is time limited for three years. The post holder will be an employee of the LDF, paid pro rata as an incumbent with a 10% uplift, and will be entitled to pro-rata membership of the clergy pension scheme. No housing is provided, but the role does receive a housing allowance (which goes through payroll and is taxed) of the order of c.£5000 per annum.



Main Responsibilities

MISSION DEVELOPMENT:

- To support the Bishop and Archdeacon in thinking strategically and creatively about how to help all of our church communities in the Two Cities Area (including parish churches, Guild Churches, chaplaincies and new worshipping communities) to develop their mission and ministry.
- To support the Bishop and Archdeacon in the development of the churches of a strategy for the City, the West End; the Eastern Residential Zone of the Two Cities
- To work with particular churches and clergy as required, to identify opportunities for impact within their local communities, and think about how best to use and develop their resources
- To act as a consultant for specific local churches in the Two Cities Area, enabling them to develop their mission and vision, including Mission Action Planning
- To work with the Area Deans in the development and delivery of Deanery mission aspirations and goals in the Two Cities Area.
- To link Two Cities churches with the archdeaconry team and wider diocesan departments to enhance their outreach and mission, particularly the Bishop of Islington's church planting initiative and 'Capital Mass'.
- To work with Capital Mass and the Bishop of Islington Church planting and planning initiative.
- To work with Church Plants, BMO churches and chaplaincies to share learning and provide support.
- To share learning across the diocese to ensure best practice is shared
- To liaise with the Area Director of Training and Development
- To assist the Bishop of London and the Archdeacon in helping address occasional pastoral issues against local clergy in the Two Cities Area by being available and accessible to individuals as appropriate
- Be available to undertake offices and other services, as necessary, in local churches in the Two Cities Area (e.g. weddings, baptisms, funerals, lead Sunday services) in the absence of the incumbent (e.g. clergy ill health; parishes in vacancy)



General

- Other tasks are assigned by the Bishop of London or the Archdeacon of London
- Active involvement in local church activities by way of understanding and engaging with the culture of the local area.

Person Specification

- An ordained priest of the Church of England
- Parish experience, ideally with experience of mission development and growth
- A good eye for detail and process
- Emotional intelligence
- Ability to handle pressure well
- Works well in a team
- Creativity and resourcefulness in problem-solving
- Wisdom in handling issues of pastoral complexity
- High level of discretion and ability to keep confidentiality
- Able to relate to churches of different traditions across the Episcopal Area

As a member of the Two Cities Area Leadership Team and the Senior Leadership Team of the Area, the person appointed will also contribute to strategic planning and implementation of ministry objectives within the Two Cities Area.

The person appointed will also be fully committed to the Diocesan vision as set out in Capital Vision 2020, engaging proactively as a member of the diocesan team, especially with regards to mission.

General Conditions

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.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

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

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;
- Make themselves familiar with accident and emergency procedures for their site;



Inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;

- set a good personal example in respect of health and safety.

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

Location: The office is based at The Old Deanery, Dean's Court, London, EC4V 5AA

Salary: Salary equivalent to stipend plus 10%. The London Diocesan Stipend is currently £26,673 per annum.

Pension: The appointed person will be eligible to join the occupational pension scheme, which is currently 15% employer contribution and min 3% employee contribution

Health Insurance: Available after completing one year's service.

Hours: To be determined. At least 21 hours per week between Monday to Friday 9am to 5pm with an unpaid hour for lunch. You may be expected from time to time to work in the evening or weekends.

Annual Leave: 24 days per leave year rising to 27 days after completing one year's service. This is exclusive of Public Holidays.

Season Ticket Loan: Staff are eligible to apply for an interest free season ticket loan.

Childcare Vouchers: Staff with children up to the age of sixteen are eligible for childcare vouchers.

Contract: This post is offered on a fixed term contract of three years, subject to a six-month probationary period

Full details of our terms and wellbeing offering to staff can be found in the 'Our Offer to You' document.