

**Job Description**

**Job Title: Mission Engagement Officer**

**Hours of Duty:** 0.6 FTE (21) hours per week, worked Monday to Friday

**Holiday:** 25 days holiday per annum, plus statutory bank holidays and fixed Christmas holiday.

**Department:** Mission and Ministry Team

**Office Location** At present your main place of work will be Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES.

To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.

**Responsible to:** Mission Support Officer

**Job Summary / Background**

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd. The core purpose of the charity is to serve local parish mission and ministry in Norfolk and Waveney, delivered through Church of England churches, schools and chaplaincies.

The Parish Support Team currently operates from Diocesan House in Easton, on the outskirts of Norwich, and travel across the diocese to undertake a broad range of services that seek to encourage, enable and empower those active in local parishes.

A significant investment has enabled us to recruit a Mission Team to lead on the design and delivery of a Mission Strategy to guide us on our journey for the next five to ten years. Collaboration and engagement with many stakeholders will be key component of our delivery plan and this role will play a significant part in making it happen.

The Mission Engagement Officer will lead on engagement with churches and other stakeholders, secure qualitative data on strategy proposals through effective consultation and communications, support the exploration of types and levels of mission activity in different contexts, and provide information to support effective decision making on mission related spending.

**Main Purpose of the Job**

The post-holder will support the team in the delivery of key mission projects related to our Vision and Priorities. Our aim is to encourage and enable local mission, and the post-holder, alongside their Parish Support Team colleagues, will work with local teams in order to provide them with the support and encouragement to deliver it.

This role will assist in the design of the future mission strategy by leading on the development of a costed plan for liaison and engagement, setting out how we intend to collaborate with churches and other stakeholders in parishes, particularly clergy and lay leaders, to support them to develop and realise local mission plans. Once agreed the post-holder will be expected to initiate and implement the plan.

This role will therefore require an ability to devise the plan, deliver it with confidence and be a visible member of the team across the diocese.

**Key Working Relationships:**

* Members of the Mission Team
* Members of the Ministry Team
* Strategic Programme Manager
* Clergy, laity and volunteers of the Diocese
* External Partner Organisations
* Communications Team
* Other members of the Parish Support Team

**Main duties of the job**

* Design an engagement plan, supported by colleagues, that will successfully reach out to those in parishes who are, or want to be, involved in mission activity.
* With the support of the Mission Development Officer, engage and build trust with churches and other stakeholders in parishes across the Diocese, particularly clergy and lay leaders through effective communication and consultation.
* Lead on engagement with churches who want to be a part of diocesan-wide initiatives.
* Respond particularly to parishes who request support with mission planning, advising them about their options and feeding back to the team so the local churches can move forward, taking account of the needs of the parish.
* Work with the Communications team to foster high levels of ownership of the mission strategy at a local level.
* Be responsible for preparing materials and presentations for sharing with colleagues and parishes.
* Work to enable a positive narrative about the Vision and Priorities and the Mission Strategy and mission potential in the diocese.
* Share good news stories as much as possible to encourage and celebrate those involved in local mission and ministry.
* Contribute to project plans, reports and business cases, and ensure that own work is undertaken in line with agreed budgets and timetables.

Team Member

* Make a positive contribution to the team, participating in meetings and ad-hoc opportunities to share and encourage others.
* Understand and contribute to the Parish Support Team.
* Participate in opportunities to give and receive feedback.
* Take responsibility for identifying professional development opportunities and feeding them into the appraisal process.
* Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the role.

**Person Specification**

***Qualifications and Experience***

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| --- | --- | --- |
|  | Desirable | Essential |
| Relevant experience of successful outreach and engagement with communities. |  | x |
| Experience of delivering collaborative community and/or faith-based projects with a track record of successfully achieving agreed outcomes. |  | x |
| Experience of creating compelling narratives to inspire and encourage engagement. | x |  |
| Experience of interacting with a range of churches and their leaders | x |  |

***Knowledge and Skill***

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| --- | --- | --- |
|  | Desirable | Essential |
| Organised and able to work to deadlines, keeping accurate and timely records of work done and actions taken |  | x |
| Able to prioritise and plan to ensure timely response to parish enquiries |  | x |
| Excellent interpersonal skills and the ability to deal with people at all levels |  | x |
| Excellent communication skills, both written and verbal, with experience of communicating effectively with a range of stakeholders |  | x |
| Knowledge of the Church of England, its structures and processes |  | x |

***Personal Attributes***

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| --- | --- | --- |
|  | Desirable | Essential |
| Team player with the desire and ability to work collaboratively |  | x |
| Able to enthuse, motivate and inspire |  | x |
| Able to proactively identify opportunities to increase impact of existing activities |  | x |
| Confident and an effective communication style |  | x |
| Ability to identify practical solutions to problems, appropriately seeking advice and approval from team and other colleagues, to ensure aligned with the strategy and goals of the project. |  | x |
| Able to build and maintain excellent working relationships with a range of internal and external stakeholders, resolving any conflict well. |  | x |
| A desire to serve and support the furtherance of the Christian mission of the Church of England |  | x |

***Availability***

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| --- | --- | --- |
|  | Desirable | Essential |
| The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or evenings. Notice will be given of these and time off in lieu is available |  | x |
| Current driving licence and have a car available for travel throughout Norfolk |  | x |

This role is subject to a basic Disclosure and Barring Service (DBS) check.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.

August 2023