

## Job Description

<b>JOB TITLE</b>	<b>Deputy Director of Global Relationships</b>		
<b>REPORTS TO</b>	Director of Global Relationships	<b>LOCATION</b>	Methodist Church House
<b>TEAM</b>	<b>Mission</b>	<b>GRADE</b>	<b>LG4</b>

### JOB PURPOSE AND OBJECTIVES

In the Global Relationships team within the Mission team, provide critical senior programme leadership and support for the development and maintenance of relationships between existing Partner Churches and Organisations throughout the world and the Methodist Church in Britain, deputising as required for the Director of Global Relationships.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	Programmes Delivery Officer World Mission Fund Grants Officer
<b>Resources</b>	Not a budget holder but with shared responsibility for managing expenditure against our P2P budgets and overhead budgets

### ROLE ACCOUNTABILITIES

The activities, functions and areas of accountability for the job.

1. Manage and develop existing programme work in line with the strategic priorities of the Methodist Church in Britain (MCB), and further develop the range of our programmes, to enhance relationships between Partner Churches and MCB by:
  - a. Providing leadership and support for the programmatic work including Mission Partnering, Encounter Worldwide, Encounter Together, Global Mission Fellows and Twinning working with others/key personnel within the Connexional team, the wider Methodist Church and with World Mission Partnership of the Methodist Church in Ireland(MCI)
  - b. Leading the organisation the Pre-Conference Consultation and Conference engagement of global partners collaborating with members of the Global

Relationships team and developing ways of enhancing this critical engagement.

2. Leading in communicating the Global Relationships work by
  - a. Using the resource planning processed and selecting material from those on personnel programmes, from the grants programme and working with other members of the GR team for use in publications, publicity and across a variety of media types.
  - b. Working closely with the Engagement and Communications teams to engage with Methodists and supporters to develop awareness and excitement about Global Relationships work through all forms of media.
3. Leading on the Global Topic Network consultations, working with colleagues across the team to:
  - a. Design a reflective process of consultations, which enable partners to engage in networks of church leaders, practitioners and theologians.
  - b. To curate output from these consultations available to all partners.
  - c. To develop ways in which these link to the priorities of the Methodist Church in Britain to engage and enrich Methodists congregations in Britain.
4. Work closely with the Director of Global Relationships by:
  - a. Innovating in programme work and proposing new ways of expressing our relationship with partners.
  - b. Representing Global Relationships in a variety of senior levels within the Methodist Church and with external partners.
  - c. Deputising generally for the Director as required, especially when they are travelling away from the office.
5. Undertake any other reasonable duties as requested by the Director of Global Relationships or the Head of Mission.

## Person Specification

### GRADE LEVEL X – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
A graduate with training in theology, missiology or equivalent.	x		A+Q+I+W

A postgraduate qualification in theology, missiology or equivalent		x	A+Q+I+W
Fluency in one or more modern language(s)		x	A+Q+I
<b>Proven Abilities, Knowledge and Skills</b>			
Proven ability working cross culturally	x		A+I
Has worked overseas		x	A+!
Experience of leading, developing and coordinating online or in person engagement and conferencing opportunities.		x	A+I
Creative writing and an understanding of design	x		A+I
Proven ability of editing printed and web based materials		x	A+I
Confident and fluent verbal presenter, with experience of making presentations to a range of audiences	x		A+I+P
Knowledge of the discourse of theology, ministry and mission	x		A+I
General understanding of the context for global mission work in the 21 <sup>st</sup> Century	x		A+I
Knowledge of the Methodist Church in Britain		x	A+I
Knowledge of the Church in other parts of the world		x	A+I
Able to lead colleagues; skilled in collaborative styles of working	x		A+I
Able to have a critical eye for detail and coordinate pieces of work with a large number of moving parts.	x		A+I
Ability to work in organisational structures including those of other cultures and languages	x		A+I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life with reference to the JDS strategy <a href="https://www.methodist.org.uk/for-churches/the-inclusive-methodist-church/">https://www.methodist.org.uk/for-churches/the-inclusive-methodist-church/</a>	x		A+I
Proficient user of Microsoft Office, Social media, web	x		A+I
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		A+I
Able to work flexibly and to adapt to changing situations	x		A+I
Willingness to work occasional unsocial hours, including overnight and weekends, and to undertake occasional national and international travel.	x		A+I

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Church in Great Britain's Health and Safety policy
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Church in Great Britain's Equal Opportunities policy
<b>Physical Conditions:</b>	Open plan office accommodation
<b>Remuneration:</b>	£47,000 per annum
<b>Hours of Work:</b>	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
<b>Holiday Entitlement:</b>	<p>During the first to fourth years                    25 days</p> <p>During the fifth to ninth years                    28 days</p> <p>During the tenth and subsequent years 30 days</p> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Church in Great Britain's terms and conditions of employment
<b>Pension:</b>	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.