

Job Description and Person Specification

JOB TITLE	JUSTICE AND GLOBAL PROJECTS OFFICER		
TEAM	Justice-Seeking Church		
REPORTS TO	Deputy Director of Justice Seeking Church	LOCATION	Hybrid*: with average minimum 2-3 days per week based in London office
CONTRACT TYPE	Full time, fixed-Term 2 years	GRADE	3

JOB PURPOSE AND OBJECTIVES

To support the Mission team professionally, flexibly and collaboratively through supporting projects, research and the development of policy to support the justice and global work of the Methodist Church, and to further the mission of the team.

This role will work with:

- The Justice-Seeking Church team to deliver on the team's strategic priorities including work in areas such as poverty, refugees, environment, discrimination and peace.
- The Global Relationships team to support work with global partners and the delivery of collaborative projects.
- The ongoing work on reparative justice for Methodist entanglement in the transatlantic trade in enslaved African people.

The division of time within role responsibilities will be flexible across these three areas.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	No direct reports- potentially some administrative support for temporary staff and volunteers on specific pieces of work
Resources	Management and oversight of any project related budgets.

ROLE ACCOUNTABILITIES (Between 6 and 10)

Project Delivery

1. Manage and ensure the delivery of specific projects within the Justice-seeking Church, Faith-Rooted Community Organising, Global Relations and Reparative Justice areas of work

2. Co-ordinate and oversee project working groups and help to drive delivery
3. Co-ordinate the development of collaborative groups working on the Methodist Justice Priorities, working with volunteers and staff to deliver outcomes
4. Evaluate and assess projects, processes and procedures and manage future development to uphold and improve standards across the board

Research and Report Writing

5. Undertake detailed strategic, quantitative or qualitative research and analysis, clarifying and presenting options and identifying the implications of particular proposals or decisions.
6. Draft reports and other resources for colleagues, committees and structures of the Church, and for public use, conforming to style and brand guidelines, communicating complex ideas with clarity.

Policy and consultation

7. Drive forward the implementation of new initiatives, and evaluating and redesigning existing policies, practices and structures, and exploring alternative models.
8. Facilitate effective consultation practices and participatory methods of engagement.

Event Delivery

9. Work collaboratively to deliver the development and implementation of existing and new programmes and events, overseeing and coordinating the work from inception through to delivery within an agreed timeframe, including content delivery by agreement
10. Be responsible for the day-to-day management of budgets of the programmes and events and have supervisory responsibilities for any allocated administrative support, volunteers etc.
11. Any other duties, appropriate to the grade of the post, as requested by the Head of Mission or Deputy Director of Social Justice and Social Action

Person Specification

GRADE LEVEL X – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
Graduate or proven professional experience	x		A, I + Q
Proven Abilities, Knowledge and Skills			
Experienced in project management and development	x		A+I

Development of new initiatives and projects from inception through to delivery	x		A+I
Experience of recovery/rescue project management and developing new processes and procedures to turn a piece of work/project round.		x	A+I
Ability to manage and lead multiple concurrent projects within tight timeframes and agreed budgets	x		A+I
Experience of researching from multiple sources, analysing information and producing complex reports making evidence-based recommendations	x		A+I
Experience of work or study in relevant subject areas, including social justice (e.g. poverty, refugees, environment), global partnerships and reparative justice	x		A+I +W+P
Experience of working in faith-based contexts, particularly with local churches and volunteers		x	A+I
Ability to think through, problem solve, and resolve issues, keeping abreast of rapidly changing situations and work themes	x		A+I +W+P
Experienced in independent working and self-management, with excellent time management	x		A+I
Excellent communication skills both written and verbal, with the ability to communicate at all levels	x		A+I
Experience of supporting or convening working groups, including with volunteers, working in a sensitive and diplomatic manner.		x	A+I
Experience of working cross-culturally	x		
Experience of participatory methods of working		x	A+I
Proficiency in Microsoft Office skills, including Outlook, Word, Excel and PowerPoint and other applications such as Microsoft 365, SharePoint, Teams and OneDrive	X		A, I, W
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A, I
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	X		A, I
Professional and positive approach, with a commitment to professional development and self-improvement	x		A+I
Able to work collaboratively with colleagues, and others throughout the Methodist Church	x		A+I
Ability and willingness to work occasional irregular hours, including weekends and overnight.	x		A+I

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

Please note: We reserve the right to assess any other aspects of the role using a format not previously described.

TERMS AND CONDITIONS

Terms and Conditions for a Lay Employee

Health and Safety:	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
Equal Opportunities:	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
Physical Conditions:	For office-based roles, a hybrid working pattern may be possible, typically 3 days in the office (open plan office) and 2 days working remotely, in accordance with the team and organisation's needs. *Hybrid working will be supported wherever possible and is dependent on the postholder having a safe, secure, and effective remote working environment. Where this cannot be accommodated, the role will be office-based.
Remuneration:	£37,500.00 per annum
Working Hours:	• Standard hours: 9:00 am - 5:00 pm, Monday to Friday, with a one-hour lunch break. • A flexi-time scheme operates with core hours: 10:00 am –12:00 pm and 2:00 pm – 4:00 pm. • Start times may be as early as 8:00 am and finish times no later than 6:00 pm, subject to line manager approval. • The postholder must be willing and able to work outside normal office hours on occasion to meet organisational needs. • Some flexibility may be required due to the nature of the role. Overtime is not payable; however, time off in lieu (TOIL) may be granted with prior approval from the line manager.
Holiday Entitlement:	• 25 days per year (Years 1 – 4) • 28 days per year (Years 5 – 9) • 30 days per year (Years 10+) Plus, Bank Holidays and three additional days over the Christmas and New Year period.
Sick Pay:	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
Pension:	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.
Probationary Period:	The post holder will be subject to a six-month probationary period.
Season Ticket Loan:	Available following successful completion of the probationary period.