

## Job Description

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| <b>JOB TITLE</b>  | Learning & Development Officer           | <b>GRADE</b>    | NLG4                                   |
| <b>REPORTS TO</b> | Learning & Development Manager           | <b>LOCATION</b> | Home based within East Anglia District |
| <b>TEAM</b>       | Ministries & Learning (Learning Network) |                 |  |

### JOB PURPOSE AND OBJECTIVES

Based across the Connexion, the Learning Network works collaboratively with the Mission Team, Ministries & Learning team and Conference Office as well as key stakeholders within the districts, circuits and churches.

The Learning Network (LN) as a whole is managed by a team of Learning and Development Managers, each responsible for a group of staff. The Learning & Development Officers have a variety of specialist skills and experience, and each works across the Connexion as well as being aligned to a District (or more than one District). Priorities for learning and development are established through conference approved work areas; connexional shared work areas; and local church, circuit or district learning and development needs.

The role of the Learning & Development team includes:

- equipping and resourcing the Church, directly and in partnership with other parts of the Connexional Team, through a wide range of contextually relevant learning and development opportunities. These are offered through online and on-site in-person opportunities.
- supporting the districts in being places of lifelong learning and sharing, so as to encourage and inspire Methodist people in all aspects of their calling, that they might live out their discipleship so that the love of God can be made known

Working flexibly and collaboratively with colleagues within the Mission team, Ministries & Learning team and The Conference Office as well as key stakeholders within the Districts, Circuits and Churches to:

1. Deliver the annual workplan.
2. Contribute along with other LN staff to the delivery of your specific skills and experiences across the Connexion.
3. Enable the church to better fulfil its calling of responding to Gods love in Christ and working out its discipleship by sharing in God's mission.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

|                       |     |
|-----------------------|-----|
| <b>Direct reports</b> | N/A |
|-----------------------|-----|

|                  |     |
|------------------|-----|
| <b>Resources</b> | N/A |
|------------------|-----|

## **ROLE ACCOUNTABILITIES**

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

1. To help further the mission of the churches, circuits, districts and the wider Connexion through the provision of high-quality learning and development opportunities in line with the LN workplan. This will include:
  - a) To act as an advocate and catalyst for learning and development, alongside Chairs of District, Superintendents and District and Circuit Leadership Teams;
  - b) To deliver the workplan, in collaboration with other LN staff and District Leadership Teams, and undertaking any tasks requested of you by the Learning and Development Manager to achieve this. This will involve undertaking a diverse range of tasks relating to needs analysis, strategy, pathway delivery, engaging with social media and digital communication, relationship building and running events, some involving considerable levels of expert skill and initiative;
  - c) To attend district and connexional meetings as agreed with the relevant Learning & Development Manager and District Chair.
2. Alongside all LN staff:
  - a) To work in collaborative and participative ways, as expressed in the Connexional Team Shared Values;
  - b) To work across the whole LN, sharing specific skills and experiences, as required. This may include contributing to courses or other activities offered by Cliff College or The Queen's Foundation;
  - c) To attend LN conferences and meetings, some of which may be residential;
  - d) To undertake ongoing reflective practice linked to the Planning, Development and Review (PDR) process and appropriate continuous professional development;
  - e) To engage in appropriate activities relating to scholarship, research and innovation as directed by your line manager;
  - f) To undertake administration related to the role;
  - g) To complete any other reasonable duties, appropriate with the grade of the post, as required by your line manager.
3. To work collaboratively with others as part of a community of practice, to be an advocate and catalyst for your work both locally and connexionally.

# Person Specification

## GRADE LEVEL 4 – REFER TO THE GRADE DESCRIPTORS

|  | Essential | Desirable | Assessment Method |
|--|-----------|-----------|-------------------|
| <b>Education and Training</b>  |           |           |                   |
| Degree or equivalent higher professional qualification in a relevant field to specialism or be able to demonstrate substantial equivalent experience. (e.g. Teaching, adult education/training, community development, community & youth work, social work, change management, missiology) | X         |           | A/Q               |
| Formal theological training  |           | X         | A                 |
| A post-graduate degree in Theology or related discipline; Relevant teaching experience in an HE context, relevant tutoring supervision or mentoring experience and a university teaching qualification   |           | X         | A/Q               |
| Experience in project management or organisational development and consultancy   |           | X         | A/I               |
| Evidence of personal commitment to being a life-long learner   | X         |           | A/I               |
| <b>Proven Abilities, Knowledge and Skills</b>  |           |           |                   |
| Management of volunteers   | X         |           | A/I               |
| Evidence of delivering work plans according to guidelines and agreed standards   | X         |           | A/I               |
| Proven ability to form good working relationships with internal and external partners  | X         |           | A/I               |
| Proven ability to work in an ecumenical context  |           | X         | A/I               |
| Experience in designing and delivering high quality training/education, community development or mission activities for adults, children or young people   | X         |           | A/P               |
| Ability to design and evaluate review processes  |           | X         | A                 |
| Ability to reflect theologically and enable other Christians to do so  | X         |           | A/I/P             |
| High standard of written and oral presentation and consultancy skills  | X         |           | A/I/P             |
| Welsh language skills (for aligned officer Wales Synod Cymru)  |           | X         | A/I               |
| Ability to think strategically   | X         |           | A/I               |
| Ability to use Information & Communications Technology systems competently and creatively including Microsoft Office 365   | X         |           | A/P               |
| Familiarity with using Social Media platforms for effective communication.   |           | X         | A/I               |
| Use of Desk Top Publishing software e.g. Canva, Microsoft Publisher etc  |           | X         | A/P               |
| Experience of voluntary work in a variety of Christian contexts or other voluntary organisations   |           | X         | A                 |
| A good working knowledge of the Methodist Church and its systems   |           | X         | A/I               |

|  |   |  |     |
|--|---|--|-----|
| Ability to plan own work but also to collaborate flexibly with others and be able to adapt to complex and competing priorities   | X |  | A/I |
| Ability to travel extensively within the district, geographical area and occasionally beyond   | X |  | A   |
| 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 | X |  | A/I |
| An awareness and understanding of the particular issues and cultural context in the district or nation   | X |  | A/P |
| <b>Personal Qualities</b>  |   |  |     |
| In sympathy with the ethos of the Methodist Church as expressed through <i>Our Calling, a Methodist Way of Life (MWOL) and the Justice, Dignity and Solidarity (JDS) strategy</i>    | X |  | A/I |
| Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church   | X |  | A   |
| Professional and positive approach, with a commitment to professional development and self-improvement   | X |  | A/I |
| Openness to and understanding of different theological approaches to mission   | X |  | A/P |
| Member in good standing of a church in association with CTBI or equivalent   | X |  | A   |

**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 of Great Britain's Health and Safety policy   |                                  |         |                                 |         |                                       |         |
| <b>Equal Opportunities:</b>           | The post holder will be subject to the Methodist Church of Great Britain's Equality, Diversity and Inclusion Policy   |                                  |         |                                 |         |                                       |         |
| <b>Physical Conditions:</b>           | Home based office   |                                  |         |                                 |         |                                       |         |
| <b>Remuneration:</b>                  | £41,819 pro rata per annum  |                                  |         |                                 |         |                                       |         |
| <b>Hours of Work:</b>                 | Annualised hours of 1,820 per annum.<br><br>This is managed according to the 'Annualised hours policy for Methodist Council Employees'  |                                  |         |                                 |         |                                       |         |
| <b>Holiday Entitlement:</b>           | <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p> | During the first to fourth years | 25 days | During the fifth to ninth years | 28 days | During the tenth and subsequent years | 30 days |
| During the first to fourth years      | 25 days   |                                  |         |                                 |         |                                       |         |
| During the fifth to ninth years       | 28 days   |                                  |         |                                 |         |                                       |         |
| During the tenth and subsequent years | 30 days   |                                  |         |                                 |         |                                       |         |
| <b>Sick Pay:</b>                      | Entitlement in accordance with the Methodist Church of Great Britain's terms and conditions of employment   |                                  |         |                                 |         |                                       |         |
| <b>Pension:</b>                       | There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. 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.   |                                  |         |                                 |         |                                       |         |