

## Job Description

<b>JOB TITLE</b>	Programmes Delivery Officer		
<b>REPORTS TO</b>	Deputy Director of Global Relationships	<b>LOCATION</b>	Methodist Church House
<b>TEAM</b>	Global Relationships	<b>GRADE</b>	LG3

### JOB PURPOSE AND OBJECTIVES

The development and implementation of People to People programmes. These are other partnership programme initiatives this role might hold play a key role in the maintenance and development of relationships between Partner Churches and Organisations throughout the world and the Methodist Church in Britain (MCB).

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

Direct reports	None
Resources	Not a budget holder but with shared responsibility for managing expenditure against programme budgets

### ROLE ACCOUNTABILITIES (Between 6 and 10)

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

Under the management of the Deputy Director of Global Relationships and with reference to agreed MCB programme principles.

1. Deliver GR programmes appropriately in the current global mission context in order to facilitate and strengthen ongoing relationships between Partner Churches and the Methodist Church in Britain by:
  - 1.1. Collaborating with the Partnership Coordinators with regard to People to People programmes in their respective regions, with HR, and a range of other churches and agencies globally and in Britain.
  - 1.2. Collaborating as directed in the development, review and promotion of the various programmes including long-term Mission Partnering, Encounter Worldwide, Encounter Together, Global Mission Fellows, incoming Evangelists Programme and Twinning, working with others in the Connexional team and across the MCB Connexion and with World Mission partnership of the Methodist Church in Ireland (MCI).
  - 1.3. Working with colleagues to develop new programmes which promote the strategy of MCB with regard to its global relationships.
  - 1.4. Organising and delivering in parts the selection, training, briefing and de-briefing for participants (individuals and churches) on any programme as directed, in conjunction with identified training institutions as required.

2. Manage and implement specific programmes, such as Encounter Together, Encounter Worldwide, Special Skills, Twinning, Sabbaticals, Global Mission Fellows and incoming Evangelist programmes and any newly developed programmes as agreed with the Deputy Director of Global Relationships by:
  - 2.1. Identifying Partner Churches to participate in particular programmes and progressing the programme(s) working closely with the relevant Partnership Coordinator.
  - 2.2. Promoting the programmes in MCB and identifying potential participants (individuals, circuits, districts) in collaboration with the other Global Relationships team staff.
  - 2.3. Coordinating different aspects of particular programmes in order to ensure that Safeguarding and other requirements are fully met.
  - 2.4. Facilitating global church representation at MCB Conference and pre-conference meetings and post-conference visits to districts, working with GR colleagues.
3. Promote and raise awareness, among children and young people, of MCB's relationship with our global partners, by:
  - 3.1. Developing the global dimension of 3Generate, including facilitating connections with or visits from, young people from Partner Churches and contributing to resources, working with the 3Generate team and Connexional colleagues.
  - 3.2. Mentoring and encouraging the work of the 3Generate Global Church reps.
  - 3.3. Working closely with other GR colleagues to build greater awareness among young people of global mission within MCB, through social media and engagement with churches.
4. Undertake any other reasonable duties as requested by the Deputy Director of Global Relationships.

**Person Specification – these were the specifications given at the point of original recruitment**

**GRADE LEVEL 4**

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Relevant training or work in either global mission, community or international development, theology or similar		x	A+Q+I+W
Graduate qualification in mission, development studies, project management or equivalent	x		A+Q+I
Professional translation qualification		x	A+Q+I
Fluency in Spanish or French		x	A+Q+I
<b>Proven Abilities, Knowledge and Skills</b>			
Proven ability working cross culturally	x		A+I
Has lived and worked overseas		x	A+I
Knowledge of the discourse of theology, ministry and mission	x		A+I
Knowledge of the Methodist Church in Britain		x	A+I

General understanding of the context for global mission work in the 21 <sup>st</sup> Century	x		A+I
Able to work in a team in collaboration with others	x		A+I
Ability to understand and relate to persons in different organisational structures, including those of other cultures or language, in Britain and globally	x		A+I
Aware of, and sensitive to, issues of equality, diversity and inclusion	x		A+I
Ability to listen to and encourage and coach others	x		A+I
Excellent organisational skills and eye for detail	x		A+I+W
<b>Personal Qualities</b>			
In sympathy with the ethos and priorities of the Methodist Church	x		A+I
Sensitivity to cross-cultural and postcolonial issues in the area of contemporary Christian mission	x		A+I
Willingness to travel occasionally within Europe and beyond	x		A+I
Willingness to work occasional unsocial hours, including overnight and weekends	x		A+I
Able to work flexibly and to adapt to changing situations	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>	£34,000 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>	<table style="width: 100%; border-collapse: collapse;"> <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
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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 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.						