



Role Description and Person Specification

Senior Parish Transition Officer and Facilitation Lead

LINE MANAGER: Director of Parish Transition & Ministry Development

KEY RELATIONSHIPS: Parish Transition & Ministry Development Department

SBG T Programme Manager

Archdeacons Office

SBGT programme team.

The Senior Parish Transition Officer and Facilitation Lead will be a member of the Parish Transition & Ministry Development (PTMD) department and the Shaped by God Together Steering Group.

The purpose of this role is to:

- take lead responsibility for training and supporting the team of facilitators, who will be a mixture of current DBF staff, diocesan clergy, contracted facilitators and volunteer facilitators.
- act as an Area/Minster Community facilitator within the process of forming Minster Communities in the Diocese of Leicester.

The Minster Community Facilitation Lead will:

1. Facilitate organisational process in the diocese within the ethos of Christian discernment, in order to achieve an aim of missional effectiveness for communities, schools and Fresh Expressions of Church throughout the 3 phases of the Minster Community formation process.
2. Act as an Area Lead Facilitator (large group 100+ facilitation) and in other facilitator roles as needed.
3. Work closely with the SBGT Programme Team and Archdeacons' Office to track progress, identify and mitigate specific risks and ensure issues arising are managed effectively and efficiently during phase 1 & 2 of the Minster Community formation process.
4. Ensure effective handover to Minster Community formation phase 3, liaising closely with the PTMD team and Archdeacons' office.
5. Contribute to and participate in worship, prayer and theological reflection as part of the Minster Community formation process.
6. Line manage the Parish Transition Facilitation Officer.

Generic Responsibilities for all Diocesan Board of Finance employees	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times

2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To undertake other duties as may reasonably be expected

PERSON SPECIFICATION:

1. A desire to serve the church and enable a thriving diocese.
2. Ability to recruit, develop, equip and support a diverse team of process facilitators.
3. Excellent understanding of group & community dynamics and experience of group facilitation.
4. An array of facilitation skills and experience, with good self-reflective skills.
5. Empathetic to self and others.
6. Experience of delivery of specified processes, including the tracking of progress, risks and mitigations.
7. Ability to effectively hand over tasks to others, with a level of resolved and unresolved areas.
8. Ability to present, in written, visual and verbal forms, information and processes for a variety of audiences.
9. Leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of helping communities work with their discernment.
10. Ability to work with a diverse range of stakeholders from different disciplines and with differing viewpoints in the same room.
11. Understanding of the organisational structure, breadth, and dynamics of the Church of England.
12. Ability to work to changing and simultaneous deadlines.
13. Ability to create and lead acts of prayer and worship within the range of traditions in the Church of England.
14. Ability to relate faith and theology to experiences of change in church and society.
15. Excellent IT competency in Word, Excel and PowerPoint and experience of, or ability to quickly learn, the effective use of project management software.

This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9, that the person should be a practising Christian.

OTHER INFORMATION

Employment status This is an employed post. The Diocesan Programme Manager will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ. The post is funded from a Church Commissioners Strategic Capacity Funding grant.

Salary £42,500 per annum, pro-rata for 0.7FTE: actual salary £29,750.

Hours This is a part-time post (0.7FTE therefore 24.5hrs per week) with working times varying according to the needs of the work including unsocial hours. Regular weekend and evening working will be involved as well as overnight

stays at some residential events. Considerable flexibility is required and offered.

Pension	Defined Contribution pension scheme
Annual leave	25 days, pro-rata for 0.7FTE, plus Bank Holidays on a pro rata basis.
Contract	The post is offered as maternity cover of up to 1 year, subject to a 6 week probationary period.
Probationary period	6 weeks

Anticipated start date October 2024.

This post is subject to a DBS (Disclosure and Barring Service) Clearance in line with Church of England Safer Recruitment Practice Guidance. The successful applicant will also need to provide proof of right to work in the UK before taking up post.

This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9, that the person should be a practising Christian.

This post is funded through a grant from the Strategic Ministry and Mission Investment Board.

Application Information

We encourage applications from UK Minority Ethnic / Global Majority Heritage candidates, who are currently under-represented in the organization.

More information about the Diocese of Leicester is available on our website:

<https://www.leicester.anglican.org/>

For an informal conversation about the role contact Stuart Burns, Director of Parish Transition and Ministry Development at stuart.burns@leicestercofe.org

The **closing date** for applications is **noon on Wednesday 14th August 2024**

Interviews will take place on **Friday 30th August 2024** at St Martins House, Leicester.