

<b>Job Title</b>	<b>Square Miles Churches Intern</b>
<b>Reports to</b>	Square Mile Churches Project Manager
<b>Team</b>	Development
<b>Directorate</b>	Parish Property and Fundraising
<b>Location</b>	Remote with requirement to attend some in-person meetings within London
<b>Contract type</b>	Fixed term (18 weeks), full-time (35 hours/weeks)
<b>Job Grade</b>	J
<b>Requirement</b>	No DBS Required
<b>Job Purpose</b>	The Square Mile Churches Intern will work with key members of the project team to assist with the development of a trial education activity for secondary schools in the areas surrounding the city. The postholder will assist in scoping and developing a brief to identify Square Mile church location options for a future Education Resource Centre.
<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.</p>
<b>Our Mission, Values, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
<b>Equality, Diversity, and Inclusion Statement</b>	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
<b>Safeguarding Statement</b>	The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Job Scope**

Direct and indirect reports	NA
Budget responsibilities	NA
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none"> <li>• SMC project team</li> <li>• Area Dean</li> <li>• Counterculture LLP</li> </ul>

**Job Responsibilities****Supporting trial activity**

- Assist in planning, coordination and delivery of c.2 walks as trial activities in the autumn of 2025
- Assist in content development  
Assist with volunteer coordination
- Preparation of printed and online materials
- Ensuring that the trial activity is clearly defined in terms of key stage level and alignment with the national curriculum
- Assist in establishing and implementing an evaluation framework for the trial activity, including intended outcomes and appropriate methods for capturing data

**Supporting research and brief development**

- Desk research to gather and distil quantitative and qualitative data (learning from Wren300 project, mapping existing education offer in the city, potential market size, price points etc)
- Competitor/potential partner analysis – other cultural and heritage institutions offering non-formal education in the City
- Create a brief for the Education Centre
- Bring together options for where it could be hosted, for consideration by the Project Board
- Assist in scope next steps for project development

**Qualifications, experience, knowledge, skills, and other requirements**

<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Education and experience</i></b>		
Undergraduate degree (completed or near completion)	<b>X</b>	
Experience of communicating with people of many different ages and backgrounds	<b>X</b>	
<b><i>Knowledge and skills</i></b>		
IT proficiency (Microsoft suite)	<b>X</b>	
<b><i>Other requirements</i></b>		
Empathetic to the mission and values of the Church of England	<b>X</b>	
Right to work in UK	<b>X</b>	

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Self</b>	Performs all duties in a safe manner and sets appropriate personal boundaries
	Acts consistent with LDF vision, mission and values; respects LDFs Christian/Anglican identity and activities
	Recognises and respects the rights and beliefs of others
	Listens to input from others to better understand diverse perspectives and needs
<b>Focus on Others</b>	Allows others time to speak, listens to others when they are speaking asks appropriate, respectful questions and speaks at the right pace and volume for varied audiences
	Writes in a way that is logical and easy to follow and demonstrates attention to detail
	Works as a supportive team member, shares information and acknowledges the contribution and support of others
<b>Focus on Team</b>	Identify appropriate learning opportunities with team members; engages in opportunities to learn
	Performs all duties in a safe manner, ensuring the safety and well-being of self and others Identifies and follows safe work practices
	Understands and adheres to safeguarding and safer churches policy and procedure
	Plans and coordinates allocated activities; prioritises own work activities on a regular basis to achieve set service delivery goals
	Completes tasks within requirements; takes responsibility and is accountable for own actions in line with LDF policies and procedures
<b>Focus on Service</b>	Plans and coordinates allocated activities; prioritises own work activities on a regular basis to achieve set service delivery goals
	Completes tasks within requirements; takes responsibility and is accountable for own actions in line with LDF policies and procedures
<b>Aligns with strategy</b>	Seeks to understand and align to LDF's strategic direction and focus
	Finds and checks information needed to complete own work tasks; identifies and informs supervisor of issues that may impact on completion of tasks
	Adopts improvements and innovations; contributes to discussions shares ideas about ways to improve work tasks and solve problems

*Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*