

Mission Team

Job Description and Person Specification

MISSION TEAM

ROLE DESCRIPTIONS AND MAIN TERMS AND CONDITIONS

These posts seek to combine the remit of our existing Mission and Training Officer, increase our capacity and resilience, and further develop Children's and Youth work within the Synod. (Previously we employed one person as Children's and Youth Development Officer (CYDO).)

We are seeking to employ a Mission Practitioner (Children's Work) and Mission Practitioner (Youth Work), alongside our Mission and Training Officer. (To be retitled: Mission Practitioner (Training))

It is intended that the members of the Mission Team will be responsible for a specialist area, have responsibility for overseeing a general area, and be able to contribute to all of the areas to some extent.

Specialist areas: Children's Work, Youth Work and Training.

General areas: Mission Enabling, Community Work and Employment support.

Each would relate to the wider URC through being part of either the TDO+ (Training and Development Officers), ME (Mission Enablers) or CYDO (Children's and Youth Development Officers) networks.

The CYDO network is formally set as a 20% F.T.E. contribution to denominational activities e.g. events, training, seminars, material creation and this would be divided between the Children's Work, Youth Work specialists.

(Currently the Mission and Training Officer is responsible for Mission Enabling and Training; and is part of the TDO+ and ME networks.)

The work of the Mission Team is to engage intergenerationally to stimulate and encourage growth within the Synod by:

1. assisting local churches and encouraging them to be confident in sharing their faith.
2. assisting local churches in their mission and in implementing mission initiatives.
3. working with Area / Mission Partnerships.
4. engaging appropriately with initiatives within the wider church.
5. meeting and working with ministers, elders, members, volunteers and employed staff.

This will be done through:

- providing support and practical assistance to churches as they discern and develop their discipleship and form missional relationships with their community.
- providing help, as churches missional aspirations become apparent, with Synod funding applications and other funding possibilities.
- embedding a missional ethos throughout Eastern Synod.
- encouraging local church engagement with environmental theology, concerns and the Eco Church process.

- undertaking regular planning in co-operation with the Synod Moderator and Synod Clerk.
- engaging with the relevant conciliar process, to be guided as to particular areas of work to be addressed – e.g. Walking the Way and Step Wise.
- engaging in appropriate work for the wider United Reformed Church.
- encouraging ecumenical working where appropriate.
- attending Area / Mission Partnership meetings as appropriate.
- attending Synod Pastoral Committee as required.
- attending Synod Mission and Discipleship Committee.
- attending Synod Faith in Action Forum.
- attending Synod meetings.

The Mission Team are each accountable to the Synod through the appointed line manager (Synod Clerk) and will report to both the Synod Pastoral Committee and Mission and Discipleship Committee.

Specialist areas:

As part of the Mission Team the member responsible for **Children's Work** will contribute by:

- helping children to play their part in God's mission by encouraging them on their journey of faith and sharing the Christian story with enthusiasm.
- helping churches develop Children and intergenerational focussed programmes, identify their needs and work with them to create a strategy that is relevant to each local church. (e.g. activities not necessarily on Sundays)
- providing and disseminating information and resources to those who work with Children.
- support the delivery or sourcing of training for those working with Children.
- to maintain appropriate records of Children's groups and of those engaged in working with Children across the Synod.
- to support and work with the Children's & Youth Work Advocate, paid and volunteer local church children's workers and any others who may hold relevant posts.
- to actively encourage and support local churches to become part of the Children and Youth Friendly Church Award scheme.
- to encourage and support of Children in their personal development and to help them participate in the structures of the church.

As part of the Mission Team the member responsible for **Youth Work** will contribute by:

- helping young people to play their part in God's mission by encouraging them on their journey of faith and sharing the Christian story with enthusiasm.
- helping churches develop Young People and intergenerational focussed programmes, identify their needs and work with them to create a strategy that is relevant to each local church. (e.g. activities not necessarily on Sundays)
- providing and disseminating information and resources to those who work with Youth.
- support the delivery or sourcing of training for those working with Youth.
- to maintain appropriate records of Youth groups and of those engaged in working with Youth across the Synod;
- to support and work with the URC Youth representatives, paid and volunteer local church youth workers and any others who may hold relevant posts;
- to actively encourage and support local churches to become part of the Children and Youth Friendly Church Award scheme;
- to encourage the training and support of Youth in their personal development and to help them participate in the structures of the church.

As part of the Mission Team, the member responsible for **Training** will:

- administer, authorize and organize provision of EM2 and EM3 training for ministers.
- accompanying ministers to support their personal development, training and sabbatical needs.
- provide, or arrange for any mandatory training – e.g. safer sacred space.
- provide training events and resources effectively in response to the express needs of local churches, Area / Mission Partnerships and Synod.
- offer external support for training Ministers and members of local congregations to enable them to carry out the training.
- offer appropriate advice to churches and individuals relating to available training grants and funding streams.
- although responsible for consulting with colleagues and committees on and overseeing training and development activity in all the areas highlighted, they are not expected to personally deliver all the training required.
- evaluate training and development needs identified, and requests for training from all areas of the Synod, consulting with the Mission Team and the Synod Moderator and Synod Clerk, to identify and prioritise the most appropriate means of meeting the needs.

General areas:

Following recruitment of the full Team there will be a discussion to allocate responsibility for overseeing each of these areas.

As part of the Mission Team the member responsible for overseeing **Mission Enabling** will contribute by:

- Mission-enabling – oversight of the work with local churches on strategies and resources with a particular remit to look at the missional element of building, restructuring and development.
- oversight of the engagement with congregations to explore their life and mission within the framework determined by the Synod.

As part of the Mission Team the member responsible for overseeing **Community Work** will contribute by:

- supporting Church Related Community Workers deployed within the Synod.
- supporting local churches exploring the creation of, or hosting, a CRCW project.
- encouraging local churches to explore partnerships with other voluntary, charitable or secular bodies to live out their mission.
- enabling local churches to gain a better understanding of their locality.

As part of the Mission Team the member responsible for overseeing **Employment support** will contribute by:

- general support to churches exploring the employment of local workers.
- enabling an annual retreat for local church children's & youth workers.

These lists are an indication of the main tasks to be performed and may be subject to amendments to take account of changing circumstances.

Accountabilities

- a. The post holder will regularly meet (weekly in-person or on Zoom) with other members of the Mission Team to discuss workload, plan cover and offer mutual support.
- b. The post holder will develop, in conjunction with the Mission Team and the Synod Moderator and Synod Clerk, a work plan which meets the areas of responsibility outlined above. The plan will indicate priorities which will reflect the fact that not all of the identified areas of responsibility may be active at any one time. Response to rapid changes in priorities is essential.
- c. The monthly meetings with Mission Team and the Synod Moderator and Synod Clerk, will include progress reviews to review activity and agree any necessary changes to work plans and/or priorities as a result of changing circumstances.
- d. Written assessments designed to highlight changing needs and resulting developmental requirements/priorities should be communicated regularly to the appropriate committee. This will enable the Synod to meet the changing needs of the churches, groups and ministers across the Synod.
- e. To work, as required, with and as an integral part of the Synod team including Office staff and other Synod Officers wherever there are mutual benefits for the wider Synod training and development activity.

Expected Standards

- To promote a culture of open and effective **Communication** on all aspects of training and development in line with General Data Protection Regulations (GDPR) and its requirements.
- To actively foster an environment which nurtures and supports **Equality, Diversity and Inclusion**.
- Work collaboratively to develop and maintain a **mutually supportive and interdependent** culture.
- To **maintain confidentiality** at all times, recognising that many of the subjects under review relate directly to individuals and their skills, abilities and development needs. Where there is a need to report progress or discuss issues which might identify an individual any documents must be designated as 'Confidential'.
- To follow the URC Safeguarding policy and Good Practice Guide; to recognise, respond and report any safeguarding concerns identified during the course of their work, to ensure that children and adults at risk are appropriately safeguarded and protected.

MAIN TERMS AND CONDITIONS:

Salary - £38 – £43,000 pa depending on experience

Hours of work – 35 hours per week (flexible, including some evenings and weekends)

Leave entitlement – 25 days plus the eight Public Holidays plus the working days between Christmas and the New Year when the office is closed.

Office based, with some working from home permissible. Occasional residential meetings, and regular travel around the Synod is an essential requirement. A Full driving licence is necessary.

The post holder must hold a current Enhanced Disclosure and Barring Scheme (DBS) Clearance. This will be arranged by Synod.

In accordance with the Equalities Act 2010 Part 1; Schedule 9, there is a genuine occupational requirement that the post holder be a Christian.

Mission Practitioner (Children's Work) PERSON SPECIFICATION

REQUIREMENT	ESSENTIAL	DESIRABLE	MEASURE
Education and Qualifications	~ Qualified to Diploma level or above in a relevant field	~ To degree or equivalent level	Application Form / Interview
Experience	<ul style="list-style-type: none"> ~ Experience of working with children within church and wider community contexts, and with their extended families ~ Proven ability to work in a team ~ Experience of engaging children in a variety of ways that helps them explore and grow in faith and participate in the life and ministry of the church 	<ul style="list-style-type: none"> ~ Experience of participating in worship and outreach within different contexts, which appropriately engages children and promotes intergenerational church community ~ Experience of supporting work with schools and uniformed organisations ~ Experience of encouraging local churches to explore partnerships with other voluntary, charitable or secular bodies to live out their mission. ~ Experience of enabling local churches to gain a better understanding of their locality. ~ Experience of local church employment of workers 	Application Form / Interview
Knowledge	<ul style="list-style-type: none"> ~ Knowledge and understanding of the dynamics of family life and issues facing children today ~ Knowledge and understanding of the dynamics of church life and the issues facing churches today ~ Knowledge of current developments in thinking and practice in work with children ~ A commitment to addressing issues of discrimination and inequality in an inclusive Christian denomination ~ Awareness of Safeguarding and Data protection guidelines 	~ Knowledge of the structures of the United Reformed Church	Application Form / Interview / Practical Test

Skills and Abilities	<ul style="list-style-type: none"> ~ Effective reflective practitioner ~ A good level of computer literacy ~ Basic administrative skills ~ Ability to manage own time ~ Ability to work in isolation ~ Good communication and listening skills ~ Ability to inspire and motivate others 	<ul style="list-style-type: none"> ~ Ability to work with people across a theological spectrum ~ Consultancy skills to enable groups to identify opportunities and resolve problems creatively 	Application Form / Interview / Practical Test
Other	<ul style="list-style-type: none"> ~ A passion for mission ~ Flexibility in working hours on a week-by-week basis to include regular weekend and evening work and occasional residential periods ~ A clean driving license and willingness to travel extensively throughout the Synod 	<ul style="list-style-type: none"> ~ Openness to new ideas and ways of working 	Application Form / Interview

Mission Practitioner (Youth Work) PERSON SPECIFICATION

REQUIREMENT	ESSENTIAL	DESIRABLE	MEASURE
Education and Qualifications	~ Qualified to Diploma level or above in a relevant field	~ To degree or equivalent level	Application Form / Interview
Experience	~ Experience of working with children within church and wider community contexts, and with their extended families ~ Proven ability to work in a team ~ Experience of engaging young people in a variety of ways that helps them explore and grow in faith and participate in the life and ministry of the church	~ Experience of participating in worship and outreach within different contexts, which appropriately engages children and promotes intergenerational church community ~ Experience of supporting work with schools, colleges and universities and uniformed organisations ~ Experience of encouraging local churches to explore partnerships with other voluntary, charitable or secular bodies to live out their mission. ~ Experience of enabling local churches to gain a better understanding of their locality. ~ Experience of local church employment of workers	Application Form / Interview
Knowledge	~ Knowledge and understanding of the dynamics of family life and issues facing young people today ~ Knowledge and understanding of the dynamics of church life and the issues facing churches today ~ Knowledge of current developments in thinking and practice in work with young people ~ A commitment to addressing issues of discrimination and inequality in an inclusive Christian denomination ~ Awareness of Safeguarding and Data protection guidelines	~ Knowledge of the structures of the United Reformed Church	Application Form / Interview / Practical Test

Skills and Abilities	<ul style="list-style-type: none"> ~ Effective reflective practitioner ~ A good level of computer literacy ~ Basic administrative skills ~ Ability to manage own time ~ Ability to work in isolation ~ Good communication and listening skills ~ Ability to inspire and motivate others 	<ul style="list-style-type: none"> ~ Ability to work with people across a theological spectrum ~ Consultancy skills to enable groups to identify opportunities and resolve problems creatively 	Application Form / Interview / Practical Test
Other	<ul style="list-style-type: none"> ~ A passion for mission ~ Flexibility in working hours on a week-by-week basis to include regular weekend and evening work and occasional residential periods ~ A clean driving license and willingness to travel extensively throughout the Synod 	<ul style="list-style-type: none"> ~ Openness to new ideas and ways of working 	Application Form / Interview