

Inspiring Ipswich Estates Assistant

JOB DESCRIPTION

Fixed Term Post: 18 months

DIOCESAN VISION & MISSION

The Diocese's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger'; in achieving the vision of "Growing in God" by being "Flourishing congregations, making a difference".

INSPIRING IPSWICH

Inspiring Ipswich is a seven-year revitalisation and evangelism project, part of the Growing in God vision, to help grow the number of disciples across Ipswich. Our strapline for the deanery of Ipswich is to 'communicate good news and make disciples' and our values are to be 'pastoral, relational, inspirational and missional' in everything we do. We are now five years into the project.

Our four goals are to:

- make 15 000 meaningful contacts with people across the town (we are currently at about 18 000)
- help 7 500 explore faith (we are far behind on this one at around 1500)
- help 1 500 to worship regularly (at least monthly) in one of our churches (we are currently at the 1000 mark)
- start at least 25 new worshipping communities (so far we have started 42 but 7 have fallen away. Our new goal is to start 50)

PURPOSE of this role

The main purpose of this role is to release Incumbents' capacity for mission in our estate churches by providing focussed support to:

- co-ordinate practical projects to resolve emergency building issues such as boilers breaking down
- build volunteer capacity and confidence
- make applications for financial support

The outer estates (deprived areas) in Ipswich deanery are well served by nine churches (St Francis, Chantry; St Peter's, Stoke Park; St Mary, Stoke; Triangle Church; St Mary's, Whitton; The Ascension, Whitton; All Hallows, St Luke's; and St Thomas, Whitehouse).

In these areas it is typically difficult to find office holders to fill the important voluntary roles of churchwarden, treasurer and PCC secretary and those that there are often feel overwhelmed by the volume and/or complexity of the work.

In addition, there is usually little money to employ vergers, administrators, fundraisers or operations managers. The impact of this is that issues to do with buildings, governance and finance can often swamp the Incumbent and PCC and distract attention away from mission. Two recent heating failures have been a good example of this where a broken or condemned boiler have stopped or curtailed good mission and ministry from happening.

This innovative post has been created to help support our Incumbents to start new worshipping communities and grow the congregations that already exist, especially in the area of mission to children, young people and their families, by alleviating some of these situations. It is also hoped that by resolving issues quickly and strategically, there may be a benefit to parish share. For example, helping to co-ordinate revamping a kitchen which may then enable a church hall to be rented out or used by church groups.

The post-holder will be in high demand so won't be able to do everything that is requested by churches and we are keen that they are not stretched too thinly but the hope is that in the 18 months duration of this post several of our larger problems can be remedied.

NB In many ways it is a trial post for the whole Church of England to see if practical support in such areas will make a meaningful difference to our missional (and financial) outcomes as well as the wellbeing of the clergy involved.

REPORTING TO

The Project Manager of Inspiring Ipswich with additional support from the Archdeacon of Ipswich.

KEY CONNECTIONS

- Estates churches Clergy
- Inspiring Ipswich team
- Churchwardens and Treasurers
- Deanery (Finance) Organiser
- Deanery Leadership Team (DLT)
- FRP (First Responsibility Priests) group
- Grant-making bodies
- DAC
- Deanery/Diocesan eco advisers

KEY RESPONSIBILITIES

- To work with the clergy and PCC in our estate churches to help resolve practical buildings issues e.g. boiler breakdowns, toilets being out of order, roof leaking, damage due to vandalism.
Note: All financial and contracting decisions are the responsibility of the clergy and PCC. The PCC is responsible for ensuring adherence to all necessary procedures and standards e.g. DAC, CDM (Construction, Design and Management), Health & Safety, and contractor tendering/selection. The postholder must ensure PCC approval (and where needed, DAC approval) has been given before any works are undertaken.
- To work with the diocesan grants officer and grant-making bodies to find appropriate funding to help alleviate such situations.
- To help PCCs to implement a methodical procedure for working through essential maintenance issues.
- To co-ordinate minor improvements (under the direction of the PCC) which will enable the church to let out their rooms
- To help the clergy and PCC recruit volunteers (from across the town) to help with

governance and financial matters such as bookkeeping, minute-taking and independent examinations.

- To build confidence/mentor potential new treasurers/bookkeepers/deputy churchwardens.
- To help our nine estate churches to achieve bronze eco church status.
- To explore the possibility of grants to continue this post (or something similar) beyond 18 months.
- To keep the Inspiring Ipswich Project Board informed of projects and grant applications (high level summary).
- To undertake training modules on the Diocesan online training platform when relevant to this role: lone working, risk assessment, manual handling, working at height, asbestos awareness, electrical safety and display screen equipment.
- To successfully complete the Church of England Safeguarding Basic Awareness course.
- Join with the Inspiring Ipswich team and deanery clergy for zoom prayers on a Tuesday morning (9:00-9:25am) for fellowship, support and prayer
- Any other strategic and practical duties as required to ensure the success of the Inspiring Ipswich and diocesan goals.

Please Note: This list of responsibilities is not exhaustive and the post holder maybe required to take on other duties of a similar nature, as may from time to time be required.

PERSON SPECIFICATION

Qualifications, knowledge, training and experience	
Essential	Desirable
Educated to A level standard (or vocational equivalent) with managerial experience.	Degree level education.
Experience in project management.	Project Management qualification.
Experience of assisting with grant applications.	Experience of overseeing and leading grant applications
Experience in accounting, bookkeeping or Church Treasurer role.	Accountancy/bookkeeping qualification. Experience of being a Churchwarden or PCC member in an Anglican church.
A good understanding of the practicalities and critical path for building/DIY projects and ability to project-manage contractors on behalf of the PCC.	Experience of working with the Diocesan Advisory Committee for the Care of Churches (DAC) and its associated procedures.
A competent understanding of general health and safety legislation and best practice	IOSH (Institution of Occupational Safety and Health) Managing Safely certification or equivalent
Skills / Abilities / Aptitudes	
A strategic mind, with the ability to assess problems and find appropriate solutions	

Self-motivated and ability to prioritise tasks to meet objectives on time. Well organised and methodical, with good attention to detail.	
Ability to communicate well with people at all levels, both verbally and written.	
Good IT skills: Email, Excel, Word	
Diplomacy and persuasive skills to help get tasks done	
Work-related Personal Qualities	
Keep calm under pressure	
Able to work as part of a team	
Having a warm and professional manner	
Have a good sense of humour and helpful demeanour	
Pastorally sensitive to local issues	
Sympathetic to the beliefs and practices of the Church of England	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

Contract	Fixed term for 18 months starting Jun/Jul 2024 – end Oct/Nov 2025
Salary	The salary range for this post is £27,000 to £30,000 pro rata per annum, dependent upon experience. Band B
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	14 hours / 2 days per week Some flexibility will be needed regarding work pattern, for e.g. to attend site meetings to fit around clergy and contractor availability or to attend an evening PCC meeting to discuss proposals.

Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	<p>Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.</p> <p>However, these offices are currently up for sale, and we are planning a potential move away from this location to new offices within a reasonable distance (either within Ipswich or on the outskirts of Ipswich) which will become the main place of work.</p> <p>The postholder will need to be flexible and able to work from home by agreement. A mobile and laptop can be provided.</p>
DBS requirement	The appointment is subject to an unblemished Basic DBS check in relation to the requirements of this role.
Transport	The postholder will require use of own personal transport (bike or car) and provide evidence of insurance cover for business use. Approved expenses incurred for mileage and resources for the role may be claimed on the submission of receipts.

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

For an informal conversation please contact: Karen Macfadyen, Inspiring Ipswich Project Manager by email karen.macfadyen@cofesuffolk.org to arrange a convenient time for a telephone call.

Application packs available from: Diocese of St Edmundsbury & Ipswich website <https://www.cofesuffolk.org/about-us/vacancies/>

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Closing Date for Applications: 12 noon Monday 10 June 2024

Interview date: Tuesday 18 June 2024