**ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE**

**Job Description**

**Growing Younger Project Support (Early Years)**

**PURPOSE**

to provide support to the Diocesan Children’s and Families’ Enabler (DCFE) and Diocesan Youth Officer (DYO)with developing the Growing Younger strategy through various workstreams. This could include facilitating training, curating resources, and administrative support for projects, events and engagement for growing faith connecting churches with schools and families. With particular focus on Early Years provision in developing missional opportunities, and consistent with promoting the vision and strategy of the Diocese.

**REPORTING TO**

Diocesan Children’s and Families Enabler

**KEY CONNECTIONS**

* Diocesan Children’s and Families Enabler
* Diocesan Youth and Young Adults Officer
* Director of Mission and Ministry
* The wider Mission and Ministry team
* Communications team
* Diocesan Director of Education

**KEY TASKS**

* To provide administrative, development and creative support for the work of the Growing Younger workstream lead (DCFE) and the DYO.
* To curate resources for churches to grow missionally with Early Years and young families, including baptism preparation, and to offer training in support of projects such as Parenting for Faith and Starting Right, nurturing faith in the home, and to manage the central resourcing of these as appropriate, and their dissemination across the Diocese, including the ‘Great Baptism Adventure’ project.
* To support the delivery of Growing Younger training programmes and provision of on-line content, creating opportunities to develop discipleship pathways, especially for under 5s.
* To connect with partners locally and nationally to seek opportunities for growth, development and problem solving, and to be the point of contact for the ReConnect network for Early Years.
* To work with the Communications team to actively promote the Growing Younger projects and resources, through a variety of media.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Knowledge and Experience** | |
| * Experience in growing ministry with early years and young families, both with those already engaged with church communities and those currently outside the life of the church. | * Familiarity with the breadth of children and family ministry across the traditions in the Church of England including Fresh Expressions of Church, and modes of intergenerational ministry and spiritual styles. |
| * Theologically literate and familiar with theories of faith development, including Baptism, intergenerational ministry, and child advocacy. | * Knowledge of music and liturgy that engages Early Years and young families and sharing of good practice in worship curation. |
| * Good general level of education, equivalent to 5 GCSE’s grade 4 (grade C) or above | * Experience of developing and delivering training and learning opportunities with adults, in person and on-line. |
| **Technical and Applied Skills** | |
| * Excellent written, visual, and spoken communication skills, and ability to present effectively to a variety of audience, with complementary IT skills. | * Experience of project management, working with volunteers, and curating a range of resources in a variety of forms. |
| * Fluency in Microsoft Office including Word, Excel, PowerPoint, Outlook, Publisher | * Skilled in administration, including taking phone calls, organising meetings, events, and courses. |
| **Competencies** |  |
| * Experience of prioritising workload, time management and dealing with conflicting priorities. | * An understanding of working within budgets and financial administration. |
|  | * Competent in engaging with social media, website content creation. |
| **Personal Attributes** | |
| * Ability to work collaboratively and in partnership with others. Self-motivated and with the ability to work on your own initiative, as well as part of a team. | * A missional outlook with an open approach to seeking new opportunities for growth. A willingness and ability to adapt good practice to a variety of church traditions. |
| * Willingness to travel across the diocese to engage with parishes and other stakeholders. |  |
| * Willingness to work flexibly at weekends and evenings as needed |  |
| * Committed to DBF work values (Respect, Transparency, Quality and Well-being) |  |

**GENERAL INFORMATION**

**About Us**

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 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.

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| Salary | The post is at Band C4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £25,150 p.a. |
| Pension provision | Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period. |
| Hours of work | Full time 35 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager. |
| Holidays | 25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time) |
| 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 | Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ |
| Other | Fixed Term Post for three years |

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees’ skills and abilities, commensurate with the post’s banding and whenever reasonably instructed. The role description will be amended over time, in full consultation with the postholder, to meet the needs of the Diocese.

**For an informed conversation please contact:** Hilary Wordsworth-Sewell, Diocesan Children’s and Families’ Enabler [hilary.wordsworth-sewell@cofesuffolk.org](mailto:hilary.wordsworth-sewell@cofesuffolk.org) 07776 418344

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich (cofesuffolk.org)](https://www.cofesuffolk.org/about-us/vacancies)

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

**Applications marked ‘Confidential Application’ to be sent to:** [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** 19th February 2023 at 5pm

**Interview Date:** 28th February 2023/1st March 2023