**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Missional Discipleship Enabler |
| **GRADE:** | Grade 5 - £34,262.00 |
| **ACCOUNTABLE TO:** | Growing Churches Strategic Lead |
| **HOURS & TERM:** | Full time, 35 hours per week Fixed term post until 31st December 2028 (may be extended subject to further funding) |
| **LOCATION:**  **SAFEGUARDING:** | Diocesan Office, Cuthbert House, Stonebridge, Durham, DH1 3RY, with travel around the Diocese.  The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. |
| **JOB SUMMARY:**  **TEAM ETHOS:** | The Missional Discipleship Enabler will be part of the Growing Churches Team within the wider Mission, Discipleship and Ministry team of Durham Diocese They will play a key role in the delivery of the Diocesan Transformation programme through the development and implementation of our Missional Discipleship strategy, with a special focus on growing prayer and intercession. The role will support leaders in establishing and deepening discipleship culture in our churches, facilitate learning communities and develop resources, and inspire, grow and connect networks of volunteer discipleship champions and intercessors from across the Diocese.  As a team we are committed to collaboration and communication to enable a healthy culture of delivery, accountability and evaluation. We are passionate disciples, adaptable practitioners, reflective learners and self-aware team players. We work together to enable a cycle of ‘engage, equip, release’ with individuals and churches. |
| **KEY RELATIONSHIPS:**  **KEY DUTIES:** | Growing Churches Strategic Lead  Growing Churches Team  Mission, Discipleship and Ministry team  Head of Programme Delivery for Diocesan Transformation  Archdeacon of Durham (with Diocesan responsibility for Transformation)  Parish clergy, lay leaders and local volunteers  Discipleship champions and intercessors  Wider Diocesan staff |

**As a member of the Mission, Discipleship and Ministry team, everybody will:**

1. Be an active and engaged member of the team, prioritising collaboration, good communication and prayer, and being willing to substitute for other members of the team as needed.
2. Be a culture carrier within the team and throughout the wider Diocese, championing the Transformation vision and Diocesan priorities and modelling our team ethos.
3. Be present and available in parishes and deaneries, listening and supporting, with an emphasis on enabling individuals and churches to grow in mission and discipleship.

**As Missional Discipleship Enabler:**

1. With the support of the Growing Churches Strategic Lead, develop and implement our Diocesan Missional Discipleship strategy and programme and ‘Transforming Prayer’ thread, to create a culture of discipleship that enables individuals to be with Jesus, become like Jesus, and participate in the mission of Jesus.
2. Coordinate and facilitate regular communication and consultation with parishes and deaneries through visits, learning communities, coaching, focus groups and feedback, ensuring this learning shapes the strategy and programme.
3. Working closely with the Growing Leadership Team, encourage and support clergy in their personal ongoing spiritual formation and their ability to lead others in the process of discipleship, through a process of coaching, training, and development of relevant and accessible resources, engaging the breadth of traditions and diversity of contexts.
4. Supporting churches to develop both personal and corporate rhythms for discipleship development, including such things as prioritising spiritual practices, establishing small groups or prayer triplets, developing a Rule of Life etc.
5. Work closely with Archdeacons, Area Deans and local clergy to ensure collaborative ownership and creative investment in the process of transforming discipleship culture.
6. Establish a Diocesan network of volunteer Discipleship and Prayer enablers through inspiring, equipping and supporting individuals to serve at parish or deanery level, enabling greater local engagement.
7. Coordinate an associated programme of events, training and resources for ‘Transforming Prayer’ to increase opportunities for prayer and intercession at Diocesan, Deanery and Parish level, including integration with national and global movements of prayer (e.g. Thy Kingdom Come, 24/7 prayer).
8. Develop opportunities for pilgrimage as a meaningful and accessible resource for all, working positively with the Cathedral team where there is alignment.
9. Support the Growing Churches and Growing Leadership Strategic Leads and Foundational Training Enabler in ensuring an integrated journey for individuals and churches in raising up new leaders and equipping all leaders to be discipleship enablers, contributing where appropriate to training programmes including IME, CMD and lay leadership pathways.
10. Work with the Growing Churches Strategic Lead and Growing Younger Strategic Lead and Mission Enablers to ensure an integrated approach to discipleship and prayer across all generations.
11. Provide regular reports and data as required by the Energising Growth Programme Board, Bishop’s Council and any other relevant groups.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Genuine Occupational Requirement**

Due to the nature of working in a specifically church leadership context, the post holder must be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.

This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A Application Form**

**I Interview**

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| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to ‘A’ level or equivalent  Theological training | Essential  Desirable | A  A |
|  | **EXPERIENCE & KNOWLEDGE** |  |  |
| 2  3  4 | Experience of church leadership  Experience of teaching, coaching or training.  Experience of creating and using discipleship content and resources  Experience in managing projects which involve a wide range of stakeholders.  Experience of leading/managing volunteers.  Experience of communicating for change. | Essential  Essential  Essential  Desirable  Desirable  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 5  6  7  8 | Excellent organiser with great initiative.  Excellent communication skills.  Strong interpersonal skills and the ability to nurture skills and gifts in others.  Proactive in dealing with conflict in a healthy and transparent way.  Competent IT user comfortable in use of MS Office packages. | Essential  Essential  Essential  Essential  Desirable | A/I  A/I  A/I  A/I  A/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 9  10  11  12  13 | A deep commitment to a personal Christian faith with a motivation to see that grow in others and a prayerful and hopeful response to challenge.  Emotional intelligence, displaying self-awareness, resilience and empathy.  Adaptability, a positive attitude to change and a willingness to learn and innovate.  A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period.  Able to engage across a breadth of churchmanship, respectful of all traditions | Essential  Essential  Essential  Essential  Essential | A/I  A/I  A/I  A/I  A/I |

The postholder will be required to travel widely around the diocese with some evening and weekend working expected.