**DURHAM DIOCESAN BOARD OF FINANCE**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Thornley Plant Lead** |
| **SALARY:** | **£26k p/a** |
| **ACCOUNTABLE TO:** | **Wingate PCC & Incumbent of the parish** |
| **PLACE OF WORK:**  **HOURS** | **Little House of Hope, Thornley**  **Full time 35hrs p/w**  **This post is time limited for three years from commencement (with an option to extend if further funding becomes available).** |

# OVERVIEW:

The Little House of Hope is a fresh church plant in a former pit village in East Durham. As a church we believe in community, that everyone should be enabled to give out of what they have in their hand, that the Church has a mandate to meet need and proclaim Jesus, working for the transformation of all. The church is a growing, outreaching congregation of believers who are seeking to live out the challenge from Jesus to love God and love people within our communities.

We are looking for a Lay or Ordained individual, to bring generous leadership to the church, who will hold oversight of the spiritual and serving life of the church, and the community outreach activities.

The role is varied and exciting and has two main areas of responsibility:

* A spiritual leader responsible for vision, spiritual direction, and programme development; and
* A community manager focused on the daily running of the centre and associated activities.

This role is full time with flexible working required around evenings and weekends (in particular, Sunday). Job share options will be considered.

**KEY DUTIES & RESPONSIBILITIES:**

* You will be responsible for overseeing the worshipping life of the church plant, including the development of a new Christian community that is focused on reaching those not yet in church.
* You will be responsible for spiritual oversight and holding the vision, with clergy oversight, and in collaboration with the Diocesan Growth Team.
* You will oversee programme development, seeking to pioneer and establish further projects in the East Durham region, engaging with the wider Diocesan planting and leadership development strategy.
* You will be a community link, representing the church to the community, and will build and strengthen links with external partners (eg community groups, school, toddlers’ groups, community choir, craft groups, etc.)
* You will set targets and goals towards the long-term sustainability of a thriving worshipping community within the framework of the project’s funding providers.
* You will develop the financial sustainability of the project by sourcing grant funding, exploring alternative income streams and avenues for future funding, and through social enterprise.
* You will be involved in regular preaching and training of staff and volunteers.
* You will be responsible for facility management, the care and administration of the building and activities, timetabling, managing bookings, and event coordination.
* You will line manage CAP Debt centre staff and session workers, as well as managing, discipling and developing a team of volunteers.
* You will be responsible for marketing, including social media and physical media.
* You will support and engage with the project governance, providing regular reporting on progress both through quantitative and qualitative measures
* You will have responsibility for finances and budgets, with support from the PCC and Diocesan Finance team.
* You will also be responsible for ensuring appropriate HR, Safeguarding and Health & Safety policies and practices are in place in conjunction with the Parish Safeguarding Officer, PCC and supported by the Diocesan Growth Team and other diocesan staff as required.

**CONTACTS AND RELATIONSHIPS:**

Key working relationships will be with:

* the incumbent, treasurer, Parish Safeguarding Officer and PCC of Wingate parish church,
* the staff and volunteers at the Little House of Hope,
* the community of Thornley,
* Durham Diocesan Church Planting Project Manager,
* Diocesan Growth Team.
* Other Diocesan Support Teams.

**Health and Safety, Confidentiality and Safeguarding**

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

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

The Diocese takes the safety of everyone very seriously and expects that all will work within the diocesan safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk, or of actual abuse, to immediately raise this with their manager or Diocesan Safeguarding Adviser (DSA).

**KEY DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

*While the main duties and responsibilities of this post are outlined in this job description the list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and the post holder will be expected to agree any reasonable changes that are commensurate with the banding and in line with the general nature of the post. The post holder will be fully consulted about any changes before these are implemented.*

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order 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 in order 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 you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1.1  1.2 | Educated to ‘A’ level or equivalent  Theological or ministerial training | Essential  Desirable | A  A |
|  | **EXPERIENCE** |  |  |
| 2.1  2.2  2.3  2.4  2.5  2.6 | Previous experience of church leadership. Experience of collaborative working; forming effective working relationships with a diverse range of people  Experience of pastoring, discipling and managing others  Experience of project management, data collection and of writing and presenting reports for a range of audiences.  Strategic management of projects.  Ability to lead worship in creative and imaginative ways, with a wide range of demographics, including diversity of age and race, socio-economic background, and educational experience. | Essential  Essential  Desirable  Desirable  Desirable  Essential | A  A & I  A  A & I  A  A & I |
|  | **SKILLS & APTITUDES** |  |  |
| 3.1  3.2  3.3  3.4 | Good communication skills, including ability to build rapport and develop strong working relationships  Identifying opportunities for developing and establishing new practices and ministries.  Good organisational and time management skills  Able to demonstrate enthusiasm, resilience and tenacity. | Essential  Desirable  Essential  Essential | A & I  A  A  A & I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 4.1  4.2  4.3  4.4 | A willingness for flexibility as some evening and weekend work will be required.  A willingness to undertake additional training as required.  A willingness to travel will be necessary and access to own transport may be helpful.  A deep commitment to a personal Christian faith and a motivation to see that grow in others. | Essential  Essential  Essential  Essential | A  A  A  A |

**Note:**

In accordance with the equality act 2010 it is a genuine occupational

requirement that the post holder is a practicing Christian and we would expect

our Coordinator to adhere to our values as a Diocese. The applicant would preferably 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.