**DURHAM DIOCESE VOLUNTEERING**

**ROLE DESCRIPTION**

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| **TITLE OF ROLE** | **Vacancy Audit Process Facilitator - Volunteer** |
| **PURPOSE** | The purpose of the Vacancy Audit is to enable Parochial Church Councils to undertake a self-reflective ‘health check,’ in order to discern how they might ‘*proclaim afresh’* the good news of Jesus or build upon what they are doing well in line with the Diocesan Priorities. |
| **WHAT YOU WILL BE DOING** | * The VAP is very much a collaborative and supportive process where you will work in line with a ‘workbook framework’ which aims to help parishes revisit their call and readiness for mission and ministry, and discern, what changes, work, or actions they might need to prioritise, in order to be able to engage fruitfully with God’s mission.
* Attend an initial parish meeting with the relevant Archdeacon and provide an overview the VAP process, on how to use the workbook and ensure all parties are happy to continue with the process.
* The facilitator determines and clarifies how you facilitate the VAP in terms of type of meetings, dates, timings, aways day etc.
* Engage in a pre-meeting with VAP Coordinator who will share their pre-audit data/findings.
* Enable/guide parishes through the completion of each section of the workbook over a given period.
* Produce a summation of findings report, along with recommendation to the Vacancy Audit Coordinator.

Durham Diocese is committed to safeguarding. We expect all staff and volunteers to share this commitment. If at any time you see or hear anything that could suggest a safeguarding risk, or you have any other reason to be concerned, you must report it immediately to the Diocesan Safeguarding Adviser. Safeguarding is everyone’s responsibility. |
| **LOCATION AND TIMES** | * Varied locations across the diocese and will include evenings and weekends.
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| **WHAT WE ARE LOOKING FOR** |

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| **Ref:** | **Criteria** |  | **Essential /** **Desirable** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Qualifications relating to data management or relevant experience.  | **A & I** | Desirable |
|  | **EXPERIENCE** |  |  |
| 2 | Experience of change management. | **A & I** | Desirable |
| 3 | Experience of church leadership. | **A & I** | Desirable |
|  | **KNOWLEDGE** |  |  |
| 4 | Understanding of church and other worshipping communities and how ministry and mission delivery happens and an understanding of, and commitment to, the context & culture of the Northeast region. | **A & I** | Desirable |
| 5 | Understand the current structures, culture, and breath of the Church of England in both parish and diocesan life. | **A & I** | Desirable |
| 6 | Understanding an experience of the governance relating to churches and/or small charities | **A & I** | Desirable |
|  | **SKILLS & APTITUDES** |  |  |
| 7 | Good organisation and administrative skills including written and oral communication skills, ability to analyse and articulate complex information, be persuasive and sympathetically convey difficult messages when necessary. | **A & I** | Essential |
| 8 | Able to relate to and influence stakeholders  | **A & I** | Desirable |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 9 | Able to form effective working relationships with a range of people | **A & I** | Essential |

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| **FIRST STEPS** | * Recruitment is through an application form with references, informal interview.
* You must work within the policy and procedures of the relevant safeguarding policies.
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| **DISCLOSURE & BARRING SERVICE (DBS) REQUIREMENTS** | This post is subject to completion of a confidential declaration form*.*This post is subject to a Basic DBS Check |
| **TRAINING**  | We ask you to undertake the following essential online courses; you **must complete them before you start your volunteer role**. If you would like support with access or you have been affected by any of the content, please let us know as help is available* **National Church of England Safeguarding training**

Basic Awareness module and Foundation module – please register as part of ‘Durham Diocese’ <https://safeguardingtraining.cofeportal.org/>  |
| **SUPPORT**  | You will be supported in your usual activities by: * The Vacancy Audit Process Coordinator.
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| **WHAT WE OFFER YOU IN RETURN** | * References available on request
* Travel expenses
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