

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

This new role will expand the small national Lay Ministries Team that champions and supports the wide range of lay ministries across the Church of England, including ministry with children, young people and their families. We work with dioceses and other partners to identify and share best practice, grow new vocations and ensure ministers are equipped to flourish and thrive. It's an exciting time for the Lay Ministries Team as our work expands and develops, building on existing success and piloting work in new areas.

We work within the national Ministry Development Team which supports and equips the life cycle of lay and ordained ministerial vocations across the Church of England from first vocational 'inklings' through discernment, formation, ongoing ministry and leadership development.

What you'll be doing

The purpose of this role is to convene and catalyse networks that support thriving lay ministries across the Church of England, supporting the achievement of the national Vision & Strategy. The role holder will work strategically with a wide range of colleagues and partners to develop and animate existing and new networks and communities of learning and practice. These will provide space and opportunity to stimulate and share learning around lay ministries from across the Church of England, for national consultation, and space to pray, worship and reflect together. These networks will support a diverse range of lay ministries, ensuring that learning and good practice is identified, shared and amplified in order to effect change.

MAIN DUTIES AND RESPONSIBILITIES

Overseeing and developing diverse networks and communities of learning and practice that support a national culture of thriving lay ministries and the achievement of the Church of England's national Vision and Strategy, including:

- Managing & continuing the development of the national Lay Ministries Network that supports people in diocesan / organisational roles that oversee and support others in lay ministry within the Church of England
- Creating and growing strategic and diverse new networks and communities to support lay ministries including lay ministry roles with leadership responsibilities
- Ensuring network participants receive information and resources that impact their practice and lead to change
- Designing and delivering content for network comms and meetings, online and onsite, including prayer and worship
- Promoting, convening and hosting meetings, online and onsite
- Effectively managing network and community mailing and participant lists, in line with GDPR requirements
- Developing and implementing monitoring and evaluation plans including feedback from existing and potential network participants and implementing changes based on learning

Partnership working:

- Working with dioceses, TElS, para-church organisations and other partners to identify and share relevant information within networks
- Collaborating with colleagues and partners to identify and develop additional resources to support networks and lay ministers more broadly
- Coordinating work with NCI colleagues who support networks

Supporting the wider work of the wider team and organisation:

- Managing a calendar of online and onsite events in the context of wider teams including Lay Ministries, Ministry Development and Project 30k.
- Providing updates, both written and verbal, to oversight bodies including the Lay Ministries Advisory Group

Carrying out any other duties as reasonably required.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of

your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Skills & Abilities:

- Strong communicator who can inspire change using written and verbal communication
- Experienced in engaging a range of audiences and purposes through facilitation, presentation and interpersonal skills
- Capable of inspiring, supporting and constructively challenging individuals and groups, both online and onsite
- Ability to plan programmes and one-off events strategically in order to influence change
- Adept at conducting research, synthesising and sharing learning and information
- Ability to design and implement successful consultation with a range of stakeholders within a Christian context
- Strong team-working and partnership skills
- Experience of building and nurturing relationships with, and effectively managing, a wide range of stakeholders
- Ability to work efficiently with effective planning, time- and calendar-management and prioritisation skills
- Ability to work independently & self-motivated

Knowledge/Experience

- Knowledge of the Church of England and the variety of lay ministries within it
- Experience in convening and inspiring diverse networks and communities which have generated change
- Experience in crafting Christian prayer and worship appropriate to context
- Experience and understanding of belonging, diversity and inclusion
- Excellent IT skills including proficiency in Word, Excel and Outlook, with working knowledge of a range of relevant platforms, technology and tools for effectively convening and supporting networks and communities
- Experience organising and managing events
- Experience developing and implementing monitoring and evaluation
- Knowledge of the GDPR and practical solutions

Other

- This role will require some travel to events and meetings, including with the Lay Ministries and Ministry Development teams in London and elsewhere

- You must be: A communicant member of the Church of England – this post is subject to an occupational requirement that the holder be a communicant Anglican under Part 1 of Schedule 9 to the Equality Act 2010.

Desirable

- Experience of lay ministry within the Church of England
- Knowledge of change management
- Knowledge & experience of volunteering and volunteer management

Vacancy Summary

JOB TITLE:	Lay Ministries Network Enabler
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Ministry Development Team
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	This role will require some travel to events and meetings including with the lay ministries team in London.
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED FOR APPLICABLE FOR THIS ROLE?	<input checked="" type="checkbox"/> Christian
ORACLE POSITION CODE:	8102722
COST CODE:	22371
PARENT POSITION:	Head of Lay Ministries