

## **DIOCESE OF EXETER**

### **ROLE DESCRIPTION AND PERSON SPECIFICATION**

**Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy**

<b>DETAILS</b>	
Role Title	Mission Adviser – Children and Families
Department	Mission & Ministry
Reports to	Mission & Ministry – Mission Enabler
Salary/Rate	£32,000 (FTE), pro-rata £19,200
Contract Type	Permanent, Part-time
Hours	21.75 hours per week (0.6 FTE)
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay), occasionally at evenings and weekends.
Responsible for	Volunteer Adviser(s)
Date of Issue	November 2019

### **NATURE OF WORK**

#### **Role Purpose:**

This is a strategic role to inspire, encourage and resource the creative development of mission and ministry among children aged 5 - 11 years in the Diocese of Exeter

In conjunction with the Mission & Ministry Mission Enabler:

- Encourage mission with children and families throughout the Church in the diocese by supporting Mission Communities in reaching out to and working with children and young families.
- Ensure there is appropriate training and support for those who are involved in ministry with children and families

### **Key Aspects of Role:**

The Children's Work Adviser role requires a high degree of proficiency across the domains of:

- Child development and learning
- Working with volunteers, paid children and families workers and clergy
- Advice and support to Mission Communities
- Communications and engagement
- Resource management and training development
- Multi agency working

The Children's Work Adviser will be required to apply for an Enhanced disclosure certificate from the Disclosure and Barring Service in connection with this role.

Some travel will be involved due to the geographical locations of schools and colleagues and some out of hours working may be required.

### **Key Relationships:**

The job reports to Mission & Ministry Mission Enabler and will work closely with:

- Parish clergy, paid and voluntary children and families workers
- Director of Mission and Ministry and Mission and Ministry Team
- Diocesan Mission Adviser (Early Years: 0-5)
- Diocesan Safeguarding Team
- Diocesan Early Years Adviser
- EDBF employees
- Exeter Diocesan Board of Education
- National Children's Work Advisers Network especially South West Region Group
- Ecumenical Children's Work Adviser Networks
- National Society Children's Work Officer

<b>Role Area</b>	<b>Main Duties and Responsibilities</b>
Mission with Children	<ul style="list-style-type: none"> <li>▪ Continue to develop commitment to and understanding of the importance of children and children's relationship with Jesus in the diocese.</li> <li>▪ Celebrate, share and disseminate best practice in children and families' work.</li> <li>▪ Help shape a faith based approach to working with children and families within the diocese.</li> <li>▪ Support the diocesan strategic priority to make new disciples amongst children, young people and families</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Implement the Diocesan Children's Work Strategy in light of the Church's National Children's Work Strategy.</li> <li>▪ Encourage and support missional initiatives such as Messy Church, Godly Play, Open the Book</li> <li>▪ Help churches to reach out to children and families outside the church as well as encouraging church families to nurture their own children's faith in the home</li> </ul>
Mission Community Support and Advice	<ul style="list-style-type: none"> <li>▪ Encourage Mission Communities in their work with children and support parents and families and provision of intergenerational worship.</li> <li>▪ Offer support, encouragement and advice to volunteers, paid children's workers and clergy in their work with children and families.</li> <li>▪ Offer strategic and practical support with employing children and families workers</li> </ul>
Relationship Building	<ul style="list-style-type: none"> <li>▪ Encourage and support local relationships with statutory and voluntary bodies as they respond to national initiatives</li> </ul>
Team Working	<ul style="list-style-type: none"> <li>▪ Work alongside colleagues in the various departments of the Diocese of Exeter in mutually beneficial areas of work as necessary.</li> </ul>
Training and Resources	<ul style="list-style-type: none"> <li>▪ Assess and develop training and resources for children's work in the diocese.</li> <li>▪ Identify external resources and funding and develop partnerships with ecumenical partners, Local Authorities and other bodies to facilitate Christian based work for children and families.</li> </ul>
Policies, Processes and Procedures	<ul style="list-style-type: none"> <li>▪ Help to develop vision and best practice in relation to the employment of children's workers.</li> <li>▪ Share good practice and encourage networks with children's workers.</li> <li>▪ Keep up to date with Church of England policies and initiatives such as Growing Faith</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>▪ Keep accurate notes, correspondence and records and place on file as appropriate.</li> <li>▪ Ensure information management systems and policies are adhered to, including GDPR and Data Protection.</li> </ul>

Safeguarding	<ul style="list-style-type: none"> <li>▪ To adhere to all Diocesan Safeguarding Policies and practices.</li> <li>▪ Safeguarding training to level C4 and other appropriate safeguarding training and awareness as directed.</li> <li>▪ Work with Safeguarding Team to ensure stay up to date with safeguarding issues as they affect own area of work.</li> <li>▪ Familiar with and follow safeguarding policies and procedures in Church of England schools, academies, federations and MATs when required.</li> </ul>
Equality and Diversity	<ul style="list-style-type: none"> <li>▪ Role model inclusive behaviours in day to day working practices.</li> <li>▪ Work in accordance with diocesan policies of equal opportunity.</li> </ul>

## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ Education to degree level or equivalent.</li> <li>▪ Theologically literate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Proven organisational skills, using initiative to plan and prioritise workload and work without supervision, responding flexibly to local circumstances.</li> <li>▪ Experience of working as a key member of a team demonstrating excellent interpersonal skills and a collaborative style of working.</li> </ul>	
<b>Technical</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and oral communication skills; able to assimilate and express concepts accurately, to articulate effectively and adapt style to suit different audiences.</li> <li>▪ Understanding of the Church of England, its parochial system and the wider organisation of the Diocese.</li> <li>▪ Strong IT skills, including excellent knowledge of PowerPoint, Excel, Word, Outlook.</li> </ul>	
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>▪ Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires.</li> <li>▪ Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.</li> <li>▪ Sensitive to the different cultures, traditions and activities within the Church and maintain a consistent approach to clergy and non-clergy matters.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Understand how the belief systems which shape the life of the Church may affect safeguarding work in the Church of England.</li> <li>▪ Commitment to anti-discriminatory practices within the Church of England's legal context.</li> </ul>	
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>▪ A living commitment to follow Jesus Christ.</li> <li>▪ A practicing communicant member of the Church of England, or of a church belonging to Churches Together in England.</li> <li>▪ Fully support the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England.</li> <li>▪ A full driving licence.</li> <li>▪ Able to provide own transport for attending meetings across the diocese.</li> </ul>	

## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>▪ Understand how own work supports the work of the Mission &amp; Ministry Team and children and families within Mission Communities across the diocese.</li> <li>▪ Understand the challenges and opportunities of working with children and families in churches across the varied landscape of churches within Devon.</li> <li>▪ Understand how Mission Communities operate in and are affected by differing socio-economic contexts: urban, rural and coastal; areas of deprivation, ageing populations etc.</li> <li>▪ Understand the roles and responsibilities of all other team members and key personnel in the EDBF and of parochial officers, clergy, laity and other key external personnel.</li> <li>▪ Keep up to date with issues that affect own work and share with colleagues.</li> <li>▪ Show professional curiosity and interest in expanding knowledge in areas related to own work.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>▪ Respond positively and quickly to new situations and ideas and adopt a proactive and entrepreneurial approach to implementing change, encouraging others to do the same.</li> <li>▪ Able to provide creative solutions to problems and overcome barriers to delivery.</li> <li>▪ Give and receive feedback and regularly review own work to learn from experience and improve personal contribution to the Development team and support provided to Mission Communities, families and children.</li> <li>▪ Take the initiative to suggest new ways of working to improve and develop the service provision of the Mission &amp; Ministry Team.</li> <li>▪ Adopt a flexible and adaptable approach to ways of working to aid collaboration and cooperation with the Mission &amp; Ministry Team and with Mission Communities, families and children across the diocese.</li> </ul>

	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>▪ Gather, verify and asses all relevant and available information to gain accurate understanding of situations; seek advice and further information when unsure how to proceed.</li> <li>▪ Clarify own understanding and needs and expectations of team and others before making decisions.</li> <li>▪ Take responsibility for making effective and fair decisions in a timely manner and know the limits of own authority within the role.</li> <li>▪ Explain how decisions have been reached in a clear and concise way both verbally and in writing.</li> <li>▪ Able to spot and deal with issues as they occur, demonstrating consideration of all options, costs, risks and wider implications.</li> </ul>
	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>▪ Learn to anticipate the needs of manager, key EDBF employees and colleagues across the diocese.</li> <li>▪ Act in a manner consistent with the values of the organisation and proactively role model and promote high standards of practice and behaviour in the mission field and in the workplace.</li> <li>▪ Be confident in handling challenging and sensitive situations and seek support and advice of manager when necessary.</li> <li>▪ Report to manager any concerns or issues which arise during the course of employment, especially relating to any inappropriate/unacceptable behaviours or conduct of colleagues or external contacts.</li> </ul>
<b>Engaging People</b>	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>▪ Ensure effective written, verbal and IT communication with the Mission &amp; Ministry Team, other key EDBF employees and external contacts and colleagues across the diocese.</li> <li>▪ Engage with colleagues and actively participate in team communications and team meetings.</li> <li>▪ Communicate with others in a clear, honest and positive way to build trust and handle challenging conversations with confidence and sensitivity.</li> <li>▪ Monitor the effectiveness of own communications and take action to improve where necessary.</li> <li>▪ Able to listen and value different ideas, views and ways of working and assimilate and express concepts accurately and succinctly both verbally and on paper.</li> <li>▪ Respond constructively and objectively to comments, questions and feedback on performance and take action to improve where necessary.</li> </ul>

	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>▪ Build effective relationships with the Mission &amp; Ministry team, key EDBF employees and with parochial officers, clergy, laity and colleagues across the diocese, especially those working with children and families</li> <li>▪ Understand own and others areas of responsibility, and be accountable for own work and show awareness of the impact of own work on the Mission &amp; Ministry Team and on Mission Communities, families and children across the diocese.</li> <li>▪ Identify opportunities to share knowledge, information and learning with the Mission &amp; Ministry Team and across the EDBF and Mission Communities as appropriate.</li> <li>▪ Remain approachable to all colleagues, work collaboratively and show interest in others.</li> <li>▪ Exhibit diplomacy, tact, patience, flexibility and a sense of humour.</li> <li>▪ Take responsibility for own health and wellbeing and offer support and help to colleagues when in need.</li> </ul>
<b>Delivering Results</b>	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>▪ Able to identify gaps in own and team's skills and knowledge and help develop relevant training and support for self and others.</li> <li>▪ Seek learning and training opportunities and agree a personal development training plan, and support the development plans of team members.</li> <li>▪ Delegate work as appropriate to aid learning and development of others, giving support and oversight when needed.</li> <li>▪ Able to recognise signs of stress in oneself and in others, offer help and support to others and seek manager's support for self.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>▪ Maintain a 'can do' and organised approach to own work, prioritise workload, exercise initiative, work independently as required.</li> <li>▪ Understand the varying needs of the Mission &amp; Ministry Team and the wider EDBF, external colleagues and Mission Communities to provide appropriate advice, guidance and support.</li> <li>▪ Follow relevant policies, procedures and legislation to complete own work; identify areas and make suggestions for policy and process improvements to managers.</li> <li>▪ Be reliable and conscientious and maintain a consistent approach to clergy and non-clergy administrative support.</li> </ul>

	<p><b>Delivering at Pace</b></p> <ul style="list-style-type: none"><li>▪ Regularly review success of activities against own goals and identify barriers to progress and delivery of project support.</li><li>▪ Engage and support others in the team to reach shared goals, review own and team priorities and workloads to ensure timely delivery of project and administrative support.</li><li>▪ Remain focused on delivery and ensure correct tools and resources are available to do the job. Use own knowledge and expertise to identify what is critical to success and improving quality of work.</li><li>▪ Able to work and remain calm under pressure when addressing conflicting priorities and deadlines; keep managers and team updated on how work is progressing.</li></ul>
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