

Role Description and Person Specification

Mission Associate

May the God of hope fill you with all joy and peace as you trust in him,
so that you may overflow with hope by the power of the Holy Spirit.
– Romans 15:13 –

Role profile	
Role title	Mission Associate
Reports to	Vicar of Chilwell Parish
Location	Chilwell Parish
Salary	Stipendiary
Work pattern / hours	Full time. This is designated as an interim post under Regulation 29(1)(j) and, in accordance with Regulation 29(7B). Time limited to up to 3 years.
DBS check required? (Yes/No)	Yes
Date written/updated	May 2025

Role purpose
<p>The purpose of the role is to share in the shaping and implementation of the vision and strategy for Chilwell Parish in conjunction with the Vicar, other clergy and lay leaders, especially with regards to making new disciples.</p> <p>The first key focus is to have strategic oversight of making disciples, especially overseeing training and the equipping of church members for faithful, confident witness in natural ways. Relatedly, the role will offer support and accountability for those leading the Hope Community Hub and its activities, ensuring that its focus remains aligned with its missional mandate, and reporting regularly to the PCC.</p> <p>The second key focus is to oversee the development of sustainable mission and ministry at St Barnabas Church, Inham Nook, realising the vision of the wider parish while appreciating and working with the local flavours of the St Barnabas context and its worshipping communities. This would involve engaging with local primary schools, nurturing new faith in younger people and their families, establishing inspirational and regular worship that is accessible to the local community of Inham Nook and Eskdale, and developing a culture of generosity that will ensure there is sustainability into the future.</p> <p>The role will also contribute to a strategic shift in internal leadership and team development as we seek to enable greater clarity, collaboration and capacity across the life of the church. This will include supporting the Vicar in reviewing, discerning and overseeing distinct areas of church life; and, depending on the particular skill sets you bring, this may include leading management meetings, line managing lay and ordained, paid and unpaid teams, leadership development, and the management of particular church programmes and ministries.</p>

Key responsibilities

- **Work with the Vicar and senior leaders to implement the parish vision and strategy**, with particular focus on:
 - Strengthening clarity and collaboration across staff and volunteer teams
 - Supporting planning, decision-making and communication structures
 - Bringing strategic insight to staff priorities, programme planning, and discipleship pathways
- **Lead management meetings for ministry and mission in Inham Nook**, ensuring clear direction, good communication, and a manageable pace of work
- Collect 360 feedback from team members to review outcomes and adjust format
- **Support the development of the staff team**, including:
 - Line management of designated staff (lay and ordained, paid and voluntary)
 - Regular one-to-ones, development planning, and team rhythms of prayer and feedback.
- **Oversee the coordination of church programmes**, including:
 - Maintaining awareness of the church calendar and capacity, with a quarterly review
 - Supporting planning for services, events, and ministry areas
 - Review key areas of church life and ministry, ensuring at least two core ministries undergo structured review annually, aligning with vision.
- **Lead on strategy for making disciples across the parish**, including:
 - Equipping members for natural, confident witness, aiming to run two nurture courses in the year
 - Developing accessible pathways for exploring and deepening faith
 - Facilitate two invitational events annually and measure growth in newcomer engagement.
- **Provide oversight and accountability for the Hope Community Hub**, including:
 - Supporting leadership development from the local community
 - Strengthening links between Hub activities and local congregations
 - Reporting twice a year to the PCC on its mission alignment and partnerships
- **Oversee and grow sustainable ministry at St Barnabas Church, Inham Nook**, including:
 - Developing worship and discipleship in both The Orchard and the 10:30 congregation
 - Chairing the St Barnabas Church Council (from Jan 2026)
 - Building relationships with local schools aiming for termly contact/event in each (Alderman Pounder, Eskdale, Sunnyside)
 - Exploring further new worshipping communities in the area over the next 2–3 years, gathering input from community
- **Plan and lead worship across the parish**, helping develop inspiring, contextually-appropriate gatherings at both Christ Church and St Barnabas

Role dimensions	
People management	Line manage volunteers and build teams for all areas of parish life.
Key relationships – internal	Close working relationship with clergy, lay leaders and volunteers.
Key relationships – external	Work as part of the clergy team connecting with clergy colleagues, lay ministers in deanery and diocese.
	Archdeacon and Associate Archdeacon to evaluate progress and identify opportunities
Personal Development and Supervision	There will be time set aside for one-to-one supervision and development as identified

Essential and desirable skills, knowledge and experience required for the job	
<p>Essential</p> <ul style="list-style-type: none"> • A passion for Jesus which inspires a servant hearted attitude. • Ability to inspire and lead volunteers. • Ability to hit the ground running and initiate strategy. • Ability to build a strategy for developing mission and ministry across multiple congregations. • Ability to demonstrate a track record of building and managing effective teams of diverse members. • Appreciation and understanding of local community and parish vision. • Ability to inspire and implement change. • Ability to manage conflict and challenge sensitively and constructively. • Demonstratable experience of working in a breadth of contexts. • Alignment with diocesan vision. <p>Desirable</p> <ul style="list-style-type: none"> • Practical experience leading growth in the urban/suburban context. • Competency in using Microsoft Office, including Microsoft Teams for communication and collaboration. 	

Work expectations
As per standard Statement of Particulars