

# 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	Part time, 0.75 FTE. 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 <b>share in the shaping and implementation of the vision and strategy</b> for Chilwell Parish in conjunction with the Vicar, other clergy and lay leaders, especially with regards to making new disciples.</p> <p>The role will contribute to a strategic shift in <b>internal leadership and team development</b> as we seek to enable greater clarity, collaboration and capacity across the life of the church. A key part of the role 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> <p>A further focus of the role is to <b>identify opportunities for new growth</b> and help develop inspirational and regular worship accessible to young people and young adults. You will oversee engagement with The Lanes Primary School and 'The Garage,' and seek to develop missional opportunities. With the support of others, clergy and lay, paid and unpaid, you will <b>oversee faith nurture courses</b> as we seek to honour the Great Commission and our local calling to make disciples and grow them. Areas of focus will be to <b>grow younger, inspire regular worship, nurture prayer, and develop a culture of witness</b> that will ensure there is new growth.</p>

## Key responsibilities

- **Work with the Vicar and senior leaders to implement the parish vision and strategy**, especially around:
  - Building internal clarity, collaboration, and leadership capacity through monthly leadership development sessions
  - Reviewing and developing key areas of church life and ministry, ensuring at least two core ministries undergo structured review annually.
- **Support the Vicar in leadership and oversight**, including:
  - Participating in fortnightly planning and review meetings with vicar and senior team
  - Encouraging a culture of healthy team working and accountable leadership
- **Take responsibility for staff or volunteer leadership**, depending on skillset:
  - Chairing management meetings weekly
  - Line managing designated staff (lay and ordained, paid and unpaid)
  - Supporting leadership development across teams and ministries, running at least two leadership training session annually.
- **Lead efforts to grow younger and reach the next generation**, including:
  - Developing opportunities for children, young people and young adults to encounter and grow in faith
  - Strengthening discipleship pathways and prayer rhythms for these groups
  - Aim to have at least one school assembly and school visit to church per term, tracked and reviewed termly, growing links at The Lanes Primary School.
- **Develop missional engagement in the community**, including:
  - Grow relationship with The Garage, by holding at least two events annually.
  - Running a minimum of two nurture courses per year, aiming for at least 10 participants per course.
  - Identifying fresh opportunities to serve and share the gospel
  - Growing a culture of everyday faith – celebrating stories of faith regularly
- **Help develop a culture of long-term health and resilience**, including:
  - Encouraging patterns of prayer, worship and participation that nourish long-term growth by offering seasonal resources and evaluating participation.

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

Work expectations
As per standard Statement of Particulars