Mission Support Officer (Project Manager) Job Description

**EMPLOYER:** The London Diocesan Fund

**JOB TITLE:** Stepney Mission Support Officer (Area-based 2030 Vision Project Manager)

**RESPONSIBLE TO:** 2030 Vision Programme Manager

*Note:* This job description does not form part of the employee’s contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

**Job Summary**

To work closely with the Stepney Episcopal Area team, in particular their respective Area Dean of Mission, as well as the 2030 Vision programme office. The person in post will be line managed by the 2030 Vision programme office but be locally deployed for four days a week in the local Stepney Episcopal Area of the London diocese. In this way, they will spend four days a week working within the Area, and one day a week working in the 2030 Vision Office. To support implementation of the Diocesan Vision 2030, they will need to run projects of different sizes to ‘make things happen’ on the ground at parish level. They will also facilitate greater connection and collaboration between Area mission teams and the 2030 Vision office, as well as the application of data to parish revitalisation and strategic change.

**Job Context**

The Stepney Episcopal Area is the south-eastern area of the Diocese of London bordering the Two Cities Episcopal Area to the West, the Edmonton Episcopal Area to the North, the Diocese of Chelmsford to the East, and Diocese of Southwark to the South. It contains three London Boroughs – Tower Hamlets, Hackney and Islington – with a total population of just under 800,000 people. The population across each of the three boroughs is comprised of just under 50% of people of colour. The diversity makes this an exciting place in which to live and serve.

The Stepney Area is undergoing a vast amount of change: it has a young, diverse, fast changing and fast-growing population. The Mission Support Officer needs to be able to support the Area team in their strategic development which the church is undertaking in order to be able to respond to the needs of the Area and to help bring the gospel afresh to new generations. This will include actively supporting funding bids which are being drafted at the moment for church growth and planting among younger people, the Sacramental tradition, and throughout estates in Islington and Hackney. They will also be asked to support projects and parishes in Tower Hamlets and across the Area as a whole, to respond imaginatively to the needs and challenges of those boroughs.

**Principal Duties and Accountabilities of the role**

**MISSION DEVELOPMENT:**

* Work closely with Area Dean of Mission (DoM), supporting them in their work, taking direction from them about priorities
* Manage projects of different shapes and sizes under the direction of the DoM, to see change happen on the ground by driving the plan, organising meetings, ensuring actions are followed etc. This could include supporting a collaboration between a variety of churches to bring about church growth.
* Project manage bespoke short-medium term Area specific project initiatives, as directed.
* Use data to inform Area Plans, and assess any progress made - thereby supporting strategic decision making and providing input into turnaround packages for parishes
* Join the Area’s Leadership team meetings, DoM group meetings, and Ambition and Priority lead meetings on occasion, by invitation when appropriate
* Work closely with each of the 2030 Vision Ambition and Priority Leads and their teams, carrying knowledge and understanding of how to impart and embed more of each into each of the Areas, in close partnership with each of the Area teams.
* Support missional funding bids (from SDF and elsewhere if/as appropriate) where they pertain to the Episcopal Areas you are supporting, including gathering impact data.

GENERAL

* Other tasks as assigned by the 2030 Vision Office, in agreement with Area offices where relevant
* Active involvement in local church activities by way of understanding and engaging with the culture of the local areas.
* Attend regular prayer meetings, including in Area teams and the 2030 Vision Programme Office

Required characteristics:

* A practicing Christian (even if not Anglican)
* Able to understand the particularities of churches of different traditions across the Episcopal Areas
* Strong communication skills, oral and written.
* Team player and experience of working in complex teams
* An imagination and flair for problem-solving and innovation as we seek to ‘proclaim the faith afresh in [this] generation’.
* Proven ability to handle project work and plan effectively
* Experience of supporting the delivery of strategic change
* Good data handling and data presentation skills
* IT literate
* A good eye for detail and process
* Creativity and resourcefulness in problem-solving
* High level of discretion and ability to keep confidentiality
* Able to handle a diverse workload, prioritisation and in keeping to deadlines.

Desirable characteristics:

* Experience of operational Church life, (ideally with experience of church planting and growth)
* Experience of facilitating workshops and leading meetings
* The person appointed will also be fully committed to the Diocesan 2030 Vision

**GENERAL CONDITIONS**

**Diversity**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

* values difference in others and respects the dignity and worth of each individual
* reflects the diversity of the nation that the Church of England exists to serve
* fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

**Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**Health and Safety Responsibilities**

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff members are required to:

* Read, understand and abide by the LDF Health and Safety Policy;
* make themselves familiar with accident and emergency procedures for their site;
* inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
* set a good personal example in respect of health and safety.

**Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.