

JOB DESCRIPTION

SOCIAL RESPONSIBILITY OFFICER

Reporting to:	Director for Change and Renewal
Location:	Church House, Threemilestone, Truro, TR4 9NH (with option for some working from home)
Standard Working Hours:	21 hours per week
Salary:	£28 - 30,000 per annum pro rata (salary dependent on skills and experience)
DBS check required:	No

Purpose of the Role:

To contribute to, and enable, the effectiveness of parishes and deaneries as they respond to God's call to serve the poor and those in need by being a vital link between them and the Bishop's Diocesan Council, focussing particularly on the use of Lowest Income Communities Fund (LICF), and other resources to be Good News for those most in need and to seek to 'transform unjust structures of society' (Five Marks of Mission).

1. Main Responsibilities

- Support parishes and deaneries in effectively using Lowest Income Communities Funding (LICF) and other funding sources, by supporting planning, co-ordination, measuring success and being a critical friend.
- Support parishes to include and embed social responsibility and justice work in the development and implementation of deanery plans.
- Support the co-ordination between deaneries, and between deaneries and statutory and non-statutory agencies in the use of LICF and other responses to God's call to serve the poor.
- Bring proven and recognised approaches to tackling poverty and other inequalities within communities, such as capacity building, community asset development, stakeholder engagement and collaborative action, to support parishes and deaneries to select the best possible approaches.
- Develop frameworks and measures to help parish and deanery leaders to understand how their use of LICF and other resources are making a difference.
- Promote the prophetic call to serve those in poverty, and to put those who are at the margins of our society at the heart of our actions.
- To use theology to help underpin the work in a way that will engage churches and communities.
- Report to the Bishops Diocesan Council (BDC) on how the wealth of the Diocese of Truro is Good News for the poor, with a particular focus on the work of parishes and deaneries and the use of the historic assets of the Diocese.
- Advise, and make recommendations to, the BDC on how this use can be improved, and trends and practice outside the Diocese.
- Build effective networks, and trusting relationships, across diocesan and deanery leadership that allow challenge and honesty.
- Be a persistent advocate and champion, both within the Diocese and beyond, for those at the margins of society.

- Ensure our social responsibility work is effectively communicated and promoted through a variety of media including newsletters, social media, internal media, the press, etc.
- To ensure and oversee the publication/dissemination of the Christmas Giving Catalogue. To work with staff in Church House to ensure the booklet goes out appropriately.
- To collate and ensure a Social Responsibility Officer briefing to be disseminated to Parishes. On a regular basis.
- To work with Church House colleagues to both allocate external funds received for similar work in parishes, and ensure that reports for external funding, are completed and sent to the relevant bodies. This includes taking responsibility for enabling churches to access Funds for Mission, reviewing applications and determining if they meet the relevant criteria.
- To work with community networks such as the Poverty Forum to ensure we have an active presence.

2. Health & Safety

- Adhere to the Diocese of Truro Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

3. Safeguarding

- Adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with own safeguarding training at the level appropriate to the role.

4. General

- To undertake any other duties as relevant and appropriate to the role.
- To attend, and participate in, internal staff and team meetings
- To undertake relevant training required to best carry out the role, if required.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. This job description will be reviewed periodically, and may be subject to amendment.

PERSON SPECIFICATION

ESSENTIAL
EXPERIENCE
<ul style="list-style-type: none"> • Significant experience of working with vulnerable people, and those at risk and or at margins of society. • Working with others to bring about change. • Working in a Christian or faith-based organisation. • Budget management and financial management reporting. • Managing multiple projects. • Operating good safeguarding practice.
SKILLS
<ul style="list-style-type: none"> • A systematic approach to, and understanding of, accountability for the use of significant resources including report writing. • Ability to work constructively, and form effective relationships, with a wide range of partners including parishes, clergy, lay roles, and others in the relevant statutory and voluntary sectors. • Able to deal sensitively and appropriately with confidential information. • Training and facilitation skills and the ability to present confidently to a broad range of participants. • Ability to confidently use theology to underpin work, including communicating this with others. • Willing and able to proactively keep up to date with relevant developments, legislation and research. • Highly effective verbal and written communication skills. • Excellent planning and organisational skills. • Ability to pay attention to detail. • Ability to both work on own initiative in stand-alone role but also as part of wider Diocesan staff team within the organisation structure. • Knowledge of MS Office and applications.
KNOWLEDGE
<ul style="list-style-type: none"> • A good knowledge of the statutory and non-statutory partnerships working among those living with disadvantage and income deprivation. • Knowledge of a range of proven and recognised approaches to tackling poverty and other inequalities within communities • An understanding, and appreciation of, God's call to serve the poor and the Bible more generally. • Understanding of, and sympathy with, the mission and ministry of the Church of England and the Diocese of Truro. • A good knowledge of safeguarding
PERSONAL QUALITIES
<ul style="list-style-type: none"> • Professional manner • Able to work flexible hours, including occasional evening and weekend work. • Able to travel around the diocese. • Comfortable in talking about Christian faith and theology. • An understanding of, and commitment to, equity, diversity and inclusion
DESIRABLE
QUALIFICATIONS
<ul style="list-style-type: none"> • A relevant professional qualification
Experience
<ul style="list-style-type: none"> • Experience of fundraising through foundations and trusts. • Experience of working in the charity sector. • Experience in a social responsibility role.