

Job Description:

Accompanied Ministry Development (AMD)

Facilitator

Reports to: Head of AMD

Location: Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro, TR4 9NH

Salary: £26,000 - £27,500 pro rata (depending on experience)

Hours: 14 hours per week

Main purpose of the role:

To support the delivery of Accompanied Ministry Development (AMD) with a focus on developing and facilitating AMD events for clergy and laity.

Key relationships

The key relationships for the post holder are with the Head of AMD, Director of Ministry, AMD Administrator, Parish clergy and officers, Church House staff and visitors, Bishops and Archdeacons, and Epiphany House staff.

Key Responsibilities:

1. **Assisting in the development of resources for use by the AMD programme**
2. **In partnership with others, facilitating and leading AMD events, including Clergy Colleges, Local Leaders' Colleges and Ministry Development Team Days.**
3. **Delivering sessions within the AMD programme to clergy and laity**
4. **Liaising with venue staff as the point of contact during events to ensure the smooth running of the event.**
5. **Health and Safety**
 - a) To ensure compliance with Health and Safety requirements during delivery of the AMD Programme (e.g. Advising participants of Fire Escape routes etc.)
 - b) To adhere to the Diocese of Truro's 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.

6. Safeguarding

- a) To 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 your own safeguarding training at the level appropriate to the role.

7. To undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.

8. To undertake relevant training required to best carry out the role, if required.

Person Specification

Qualifications, Experience and Knowledge:

- Degree level qualification
- PTLLS or equivalent (desirable)
- Experience of facilitating learning with adults
- Experience of making effective presentations and influencing people
- Experience of developing resources and materials for use by groups of adults, children and/or young people
- Experience of building good relationships and working as part of a team while maintaining discretion and confidentiality
- Experience of working in a customer-focused, service delivery environment
- A working knowledge of the structure of the Church of England (desirable)

Skills and Abilities

- Creative thinking and resource development skills
- Outstanding presentation skills with an ability to inspire confidence in a variety of audiences
- Excellent oral and written communication skills
- Excellent IT skills, including advanced knowledge of Microsoft Office (particularly Word, Outlook and PowerPoint)
- Excellent interpersonal and diplomatic skills, including an understanding of appropriate confidentiality
- Ability to work as a member of a team, with an enthusiastic willingness to help others achieve their objectives
- Ability to positively represent the Diocese both internally and externally

It is not a requirement for the post-holder to be a member of the Church of England although the candidate must be committed to the aims of the Accompanied Ministry Development programme and be willing to learn about the culture of church life.

Working conditions

The normal hours of work are 14 hours per week (0.4FTE), either at the main office (currently at Church House) or at the AMD events venue (currently (usually) Epiphany House).

The majority of AMD events are held at weekends, so a flexible approach to working hours is essential. It is also essential for applicants to hold a full current driving licence and have access to their own vehicle.