

DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

ROLE DESCRIPTION AND PERSON SPECIFICATION

DETAILS	
Role Title	Project Officer – Growing the Rural Church
Department	Property Services
Reports to	Project Manager – Growing the Rural Church
Salary/Rate	£30,000 - £32,000 depending on experience
Contract Type	Full-time, Fixed Term
Hours	36.25 per week Fixed term contract until the end of December 2023
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay), frequently at evenings and weekends.
Responsible for	N/A
Date of Issue	August 2019
NATURE OF WORK	
<p>Role Purpose:</p> <p>The Diocese of Exeter's strategic plan for growth includes a major initiative, the Growing the Rural Church Project (GtRC). The Project involves creative engagement with rural churches across Devon and their communities to promote church growth and sustainability. The aim is to increase community involvement in the life of the church, enhancing mission and resulting in long-term innovative and sustainable solutions for rural churches and the project learning will help inform other dioceses and the national church.</p> <p>The Project Officer will provide support to the GtRC Project Manager and work alongside the Project Support Officer as they assist rural churches to partner with their communities and external agencies to find sustainable missional, community, commercial or cultural uses for their buildings.</p> <p>The Project Officer will work in close collaboration with rural priests and Parochial Church Councils (PCCs), the Diocesan Mission Team, Mission and Pastoral Office, Property Team, Communications Team and external partners. This role focuses on project delivery and community engagement to make a significant and lasting positive impact in the life of rural communities, in the church community, and in some of the most highly valued buildings in Devon.</p> <p>In conjunction with the Project Manager and Project Support Officer (GtRC):</p>	

- Initiate, develop and support projects which increase the sustainability of the diocese's rural churches.
- Provide expertise, support and enthusiasm to develop business planning and promote a wide range of successful fundraising activities and grant applications for rural churches.
- Build strong relationships with key agencies and personnel across the diocese, and work with GtRC team to communicate GtRC's aims and success in achieving these.
- Ensure all projects are underpinned by effective, efficient and appropriate information and data, and monitored according to GtRC processes.

Key Aspects of Role:

The Project Officer role requires a high degree of proficiency across the domains of:

- Mission Community and Parish relationship building
- Information and data management
- Multi agency team working

The Project Officer will be required to apply for a Basic disclosure certificate from the Disclosure and Barring Service in connection with this role.

Extensive travel will be involved due to the geographical location of parishes with regular out of hours working at evening and weekends.

Key Relationships:

The job reports to the GtRC Project Manager and will work closely with:

- EDBF Employees: Mission Community Development Advisers, Mission and Pastoral Secretary, Property Officers, Communications Team and Consultant Mission Enablers.
- Archdeacons of Barnstaple, Exeter, Plymouth and Totnes
- Mission Communities, PCCs and their priests
- Parish Councils, local communities and their representatives
- Local authorities and providers of statutory services
- Local businesses
- External partners: Devon Communities Together and the National Lottery Fund for Heritage.

Role Area	Main Duties and Responsibilities
Project Delivery	<ul style="list-style-type: none"> ▪ Work alongside the Mission Community Development team as they support strategic planning with rural churches, focusing on where input from the Growing the Rural Church Project will be beneficial. ▪ Establish and develop relationships with individuals, local groups and agencies, to understand community needs and the potential of rural church buildings to be used for missional, community, cultural and commercial purposes.

	<ul style="list-style-type: none"> ▪ Chair and lead local meetings with PCCs and their wider communities. ▪ Engage in community research, analysis and consultation. ▪ Find and deliver creative solutions with community organisations and businesses to secure the viability of rural churches. ▪ Co-ordination with clergy, PCCs, communities, volunteers and key staff, to progress uptake of initiatives and oversight of ongoing relationships once agreements and solutions are in place. ▪ Undertake other duties as may reasonably be expected.
Funding Support	<ul style="list-style-type: none"> ▪ Inspire and support volunteers and communities, who are passionate about their local church, to formulate a business plan and funding strategy to raise funds to meet the costs of maintaining, conserving, repairing and adapting rural church buildings. ▪ Encourage communities to consider wide-ranging opportunities for fundraising, including the development of enterprise initiatives and events, as well as maximising regular and one-off donations. ▪ Provide practical information on availability and suitability of grants, and assist volunteers in the preparation and submission of applications. ▪ Work with the Church Building Advisors in relation to opportunities for extended use of the church to increase income and greater visitor numbers.
Relationship Building	<ul style="list-style-type: none"> ▪ Build strong relationships with Diocesan Officers to support the delivery of projects. ▪ Develop excellent partnership working with a wide range of existing and new external partners such as Devon Communities Together and the National Lottery Fund for Heritage. ▪ Support the delivery of GtRC's Communication Strategy through speaking engagements and the use of GtRC's webpages and social media outlets.
Information Management	<ul style="list-style-type: none"> ▪ Ensure accurate and current data is collected and appropriately stored. ▪ Monitor, evaluate and report on activities and projects to the Project Manager. ▪ Contribute to analysis for reports and presentations on the work of GtRC. ▪ Keep accurate notes, correspondence and records and place on file as appropriate. ▪ Ensure information management systems and policies are adhered to, including GDPR and Data Protection.

Safeguarding	<ul style="list-style-type: none"> Ensure all Diocesan Safeguarding Policies and procedures are adhered to. Own safeguarding training to level C1.
Equality and Diversity	<ul style="list-style-type: none"> Role model inclusive behaviours in day to day working practices. Work in accordance with diocesan policies of equal opportunity.

PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Educated to degree level or equivalent, or possess a demonstrable level of intellectual ability in a relevant subject. 	<ul style="list-style-type: none"> Qualification in project management.
Experience	<ul style="list-style-type: none"> Experience of developing and managing projects and associated stakeholder and community engagement. Experience of engaging and supporting people to work together to initiate, develop and support initiatives in local communities. Experience of successfully raising charitable funds through community and volunteer engagement. Experience of identifying suitable grant funding schemes and completing application documentation. 	<ul style="list-style-type: none"> Experience of working in a church context, including mission. Experience of working in or development of social and/or community enterprise project. Experience of working with rural communities. Experience of working with historic buildings.
Technical	<ul style="list-style-type: none"> Demonstrable skills in facilitation, negotiation and change management. Excellent interpersonal, communication and presentation skills, including public speaking, with a proven ability to communicate effectively and persuasively with a wide range of audiences. Able to manage and progress numerous projects at any one time. Able to build trust and work in partnership. 	<ul style="list-style-type: none"> Experience of using marketing tools and social media

	<ul style="list-style-type: none"> ▪ Able to organise work and priorities, coordinating with in-house team and external partners to support the development and delivery of projects. 	
General Requirements	<ul style="list-style-type: none"> ▪ Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires. ▪ Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately. ▪ Sensitive to the different cultures, traditions and activities within the Church and maintain a consistent approach to clergy and non-clergy matters. ▪ Understanding of the Church of England, its parochial system and the wider organisation of the Diocese. ▪ Understand how the belief systems which shape the life of the Church may affect safeguarding work in Church of England. ▪ Commitment to anti-discriminatory practices within the Church of England's legal context. 	<ul style="list-style-type: none"> ▪
Personal Requirements	<ul style="list-style-type: none"> ▪ A living commitment to follow Jesus Christ. ▪ Supportive of the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England. ▪ A full driving licence and use of a car for work related travel across Devon. ▪ Willing to work evenings and weekends on a regular basis. 	

ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

Setting Direction	Seeing the Big Picture:	<ul style="list-style-type: none"> Understand how own work and work of Mission and Ministry team helps drive and support the strategic development of parishes and Mission Communities across the diocese. Understand how parishes and Mission Communities are affected by and operate in differing socio-economic contexts across the diocese: urban, rural and coastal; areas of deprivation, ageing congregations etc. Understand the responsibilities and activities of parochial and Mission Community groups and other voluntary organisations using Church Buildings and how they relate to Mission and Ministry provision. Be alert to emerging issues and trends which might affect areas of own work and impact provision of relevant and accurate services and advice. Seek to expand, develop and share knowledge across Mission and Ministry team's key areas of service provision and throughout parish and Mission Community impact network.
	Changing and Improving:	<ul style="list-style-type: none"> Encourage and promote ideas for change from across a wide range of people to improve overall performance of the team and oversee implementation where appropriate. Work with others to identify areas for improvement, simplifying processes and streamlining procedures to deliver more effective and relevant Mission and Ministry. Promote different ways of working with parochial officers, PCCs, Mission Communities, other voluntary groups and organisations and other key personnel across the diocese. Clearly explain reasons for change to colleagues, clergy, parochial officers and other key groups and volunteers and advise on how to implement those changes, supporting individuals with different needs adapt to change. Encourage an environment where colleagues, clergy, parochial officers and volunteers know they can raise sensitive issues and challenge advice and decisions safely.
	Making Effective Decisions:	<ul style="list-style-type: none"> Understand own level of responsibility and authority within the role and empower others to make decisions where appropriate thus ensuring decision making happens at the right level, within the right area of the teams and in a timely manner. Gather, analyse and assess a range of relevant and credible information from internal and external sources to support decision making.

		<ul style="list-style-type: none"> Gain accurate understanding of situations, including the needs and expectations of others to allow for the taking of managed risks to improve service delivery. Make decisions or give recommendations when needed, even when unpopular, involving others when appropriate. Ensure others are consulted to understand the impact of decisions on the recipients of Mission and Ministry.
Engaging People	Leadership:	<ul style="list-style-type: none"> Ensure colleagues and key personnel have a clear understanding of the goals, activities, and timeframes of the Mission and Ministry team as they relate to Mission and Ministry provision, advice and support. Work closely with the Director of Mission and Ministry, key personnel across the EDBF and external personnel and agencies and advise senior management in relation to areas of own expertise and responsibility. Proactively role model and promote high standards of practice and behaviour in parishes and Mission Communities and in the workplace. Recognise, respect and praise the achievement and contribution of others; share enthusiasm for the work of the team and of the parishes and Mission Communities, help to build a supportive and cohesive team and impact network across the diocese. Effectively manage conflict, misconduct and non-inclusive behaviours, raising any issues or concerns with senior managers where appropriate.
	Communicating and Influencing:	<ul style="list-style-type: none"> Ensure effective written, verbal and IT communications across Mission and Ministry, and with key EDBF employees, external agencies and across the diocese with parishes and Mission Communities. Ensure communications have a clear purpose and take into account individual needs, share information as appropriate and check understanding. Communicate with others in a clear, honest and positive way to build trust and choose appropriate styles to maximise understanding and impact. Listen to and value different ideas, views and ways of working, respond constructively and objectively to comments, questions and feedback both verbally and on paper. Proactively manage challenging situations, exercising authority of role, using experience and technical expertise to bring people together and agree ways forward.
	Working Together:	<ul style="list-style-type: none"> Build and maintain effective professional relationships with clergy, Archdeacons, key EDBF personnel and volunteers

		<p>across the diocese, especially PCCs, representatives and members of parish groups and organisations.</p> <ul style="list-style-type: none"> ▪ Encourage joined up team work within own team and across the diocese. Collaborate and cooperate with key personnel to share information, resources and provide advice and support. ▪ Invest time to develop and maintain the focus of the team, help create a positive team spirit, and remain approachable to colleagues. ▪ Lead by example and make clear to all team that bullying, harassment and discrimination are unacceptable. Also exhibit diplomacy, tact, patience, flexibility and a sense of humour with the team and externally to the organisation. ▪ Put in place wellbeing support and help colleagues when in need, and also consider own wellbeing.
Delivering Results	Developing Self and Others:	<ul style="list-style-type: none"> ▪ Able to identify gaps in own skills and knowledge and of the team; take responsibility for developing relevant training and support for self and team. ▪ Reflect on own work, continuously seek and act on feedback to improve own and team's delivery of quality services. ▪ Ensure personal development plan objectives are set to address any gaps which affect the delivery of current and future work and ensure training objectives are achieved. ▪ Take time to coach, mentor and develop other colleagues to support improvement of service delivery and succession planning. ▪ Able to recognise signs of stress in oneself and in others and provide/seek the appropriate support.
	Managing a Quality Service:	<ul style="list-style-type: none"> ▪ Develop, implement, maintain and review procedures, processes and services to ensure delivery of professional excellence within those services. ▪ Work with senior management and key personnel across the diocese to set priorities, goals and timescales for service provision. ▪ Understand the varying needs of the Mission and Ministry team, and parishes and Mission Communities to provide appropriate quality and timely advice and support. ▪ Successfully deliver high quality Mission and Ministry provision and advice and help team work towards raising standards of Mission and Ministry. ▪ Establish ways of eliciting feedback from key personnel and recipients of Mission and Ministry provision and advice and respond appropriately. ▪ Advise on and/or adapt relevant policies, processes and procedures to improve quality and timely delivery Mission and Ministry provision as appropriate.

	<p>Delivering at Pace</p>	<ul style="list-style-type: none"> ▪ Help keep the Mission and Ministry team focus on team goals and priorities and promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. ▪ Maintain own levels of performance and ensure the most appropriate resources and information are available for parishes and Mission Communities to use to do their job effectively. ▪ Regularly review own and team's work against key goals and service delivery expectations and act promptly to reassess workloads and priorities when managing conflicting demands. ▪ Allow colleagues the space and authority to meet goals, providing additional support where necessary whilst maintaining overall delegated responsibility.
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