**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Church Planting Enabler |
| **GRADE:** | Grade 5.1 - £29,470 |
| **ACCOUNTABLE TO:** | Church Planting Project Manager |
| **HOURS & TERM:** | 35 hours/week, three year contract, extensions subject to funding, occasional evening/weekends required. |
| **LOCATION:** | The Diocesan office - Cuthbert House, Stonebridge, Durham, DH1 3RY and the organisation is currently adopting a hybrid working approach which may allow flexibility around some home working. |
| **BACKGROUND:** | As Durham Diocese launches its ‘Cultivate’ goal of planting 100 new Christian communities by 2029, there is a need to develop the organizational capacity, communication ability and alignment of the planting team to deliver this bold and far-reaching vision. The planting strategy has worked with 14 churches with three different models: Resource Churches; Communities of Hope and Cultivate plants. There are currently five Cultivate churches which are small scale planting projects, each receiving coaching and kick-starter funding to help promote growth with another 10-12 coming online in 2023. |
| **JOB SUMMARY:** | This role will support and challenge church leaders to grow healthy churches, plant new churches, and equip them to maintain a culture of growth and planting.  The post-holder will work alongside various stakeholders – clergy, lay leaders, deanery leadership and diocesan teams – to coordinate the process by which potential Cultivate Network churches and teams receive appropriate support and resourcing.  The post-holder will be responsible for enabling the development of the Cultivate planting program, evaluating performance, and managing the day to day implementation of existing work. They will support the Church Planting Project Manager in the development of churches within the Diocese towards multiplication.  The Network Enabler will coordinate and support existing Cultivate churches while also working with churches to recruit and explore training and planting opportunities. |
| **KEY RELATIONSHIPS:** | Church Planting Project Manager  Archdeacon of Durham/Director of Mission, Discipleship and Ministry.  Cultivate Coach  Vocations Strategy Development Adviser.  Clergy and Lay Cultivate leads  Deanery Leadership  Communities of Hope Project Manager  Sustainability Manager  Project Finance Support Officer  Learning and Events Administrator  Wider Mission, Discipleship and Ministry (MDM) Team  Archdeacons  Other diocesan staff |

**Main Duties and Responsibilities:**

1. Establish and develop relationships with each Cultivate church and plant, providing practical advice and organizational support. Developing the Cultivate Network, resourcing and networking churches in the Diocese with learning materials, best practice and trouble-shooting, and developing processes that support the churches in implementation.
2. To support the development and implementation of new programs through collaboration with the Church Planting Project Manager and MDM team. Liaising with partner organizations such as Communities Together Durham, local theological educational institutions and national partners,
3. Developing the Ministry Experience Volunteer programme, and coordinating the systems and processes to enable the sustained growth of the programme, liaising with the Church Planting Project Manager and Vocational Strategy Development Adviser.
4. Organising, coordinating, developing and managing programs including learning communities, Cultivate network events and courses.
5. Working with the Sustainability Manager to support churches developing processes and structures, financial opportunities, and team capacity to ensure long-term sustainability.
6. Track progress against the project plan to ensure timely delivery across all individual churches. Manage and track changes in project scope, schedule and budget, escalating as required, to ensure delivery at the planned quality and within budget.
7. Support churches in resource allocation and recruitment processes for key roles.
8. Liaise with the Communications Team to promote awareness of growth narratives and inspire wider missional engagement in planting for growth among lay and clergy.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorized persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Genuine Occupational Requirement**

Due to the nature of working in a specifically church leadership context, the post holder must be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.

This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to ‘A’ level or equivalent  Theological training | Essential  Desirable | A  A |
|  | **EXPERIENCE** |  |  |
| 2  3 | Experience of working in a Church context, in a paid or voluntary capacity, including new forms of missional/evangelistic outreach.  Experience of collaborative project working; forming effective working relationships with a diverse range of stakeholders.  Experience of communicating through a variety of platforms with both internal and external stakeholders.  Experience of data collection with reference to targets and of writing and presenting reports. | Essential  Essential  Desirable  Desirable | A & I  A & I  A & I  A & I |
|  | **SKILLS & APTITUDES** |  |  |
| 4  5  6  7 | Good interpersonal skills, including ability to build rapport and develop strong working relationships.  Good organisational and time management skills  Ability to solve problems and show initiative.  Ability to manage conflict and show resilience when faced with challenging situations. | Essential  Essential  Essential  Essential | A & I  A & I  A & I  A & I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 8 | A deep commitment to a personal Christian faith and a motivation to see that grow in others in accordance with the Genuine Occupational Requirement. | Essential. | A & I |