

## Faith in Community Project

**JOB TITLE**      **Faith in Community Project Development Worker** (*part time – 21 hours*)

**REPORTING TO:**                      Rev David Whiting (Chair, FIC Partnership Steering Group (PSG))

**HOURS:**                                  Part-time (21 hours per week), variable pattern of working, including some evenings and weekends.

**SALARY:**                                **£18,000** for 21 hours (£30,000 FTE pro rata)

**LOCATION:**                              The normal place of work for contractual purposes is home. The postholder will travel and work in locations across North East England (Northumberland, Newcastle, Durham and Teesside)

**This post is being offered as a fixed term contract for one year.**

**JOB PURPOSE:**

With the FIC Partnership Steering Group, shape and secure the future of FIC, working towards the achievement of long term sustainability.

**KEY DUTIES:**

**Work closely with other FIC Project Development Workers and the FIC Partnership Steering Group to:**

1. Develop, update and review a business plan and strategy.
2. Develop and deliver a successful fundraising strategy for the FIC Project, including identification of possible funders, submitting applications for funding and meeting grant requirements.
3. Develop effective working relationships with relevant external organisations.
4. Seek out, develop and nurture beneficial partnerships with supporters and stakeholders; advise and support local groups in considering and developing proposals for participation in FIC.
5. Ensure that FIC local management groups and Community Development Workers are supported in working to the highest standards, upholding the values and principles of FIC. Support effective monitoring and evaluation of project activity.
6. Assist in the development and embedding of a supportive peer network for Local Management Groups.
7. Promote the FIC project externally, within partner organisations and internally
8. Attend and contribute to CTD Team meetings and work closely with other team members to ensure and deliver a co-ordinated and responsive approach to projects, churches and other stakeholders.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

## **CONTACTS**

### **Regular contact with:**

- Members of Partnership Steering Group
- CTD Lead Development Worker
- Other Community Development Workers within the CTD team and partner groups
- Clergy/ministers, trustees/committee members and volunteers involved in local projects
- Local project workers

### **Also contact with:**

- Denomination leaders and senior clergy/ministers/officers
- North East Churches Acting Together Regional Officer
- Representatives of grant funding bodies
- Potential FIC projects
- Local Authorities and other strategic partners
- Officers and communications advisers of participating denominations
- Media

## **RESOURCES**

### **People:**

**Finance:** Responsibility for FIC budget, meeting grant requirements and supporting grant accountability, in consultation with the PSG

**Other:** Secure and confidential handling of personal information about those involved in FIC projects

## PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job.

Attributes/ Requirements	Essential	Desirable
<b>Educational qualifications and experience</b>	<ul style="list-style-type: none"> <li>• A good general level of education, demonstrating excellent oral and written communication skills</li> <li>• Experience of working in a church context</li> <li>• Experience of working with a community development approach</li> <li>• Capacity to critically reflect on previous practice experience and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Management of community projects</li> <li>• Experience of being a trustee</li> <li>• Experience of working with more than one denomination</li> <li>• Awareness of the International Framework for Community Development</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Organisational skills; accuracy and attention to detail</li> <li>• Knowledge of governance</li> <li>• Working knowledge of charity finance</li> <li>• IT skills – competent in the use of Microsoft Office.</li> <li>• Experience of developing and delivering a successful fundraising strategy.</li> <li>• Able to work within a range of teams and communicate effectively with diverse stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the partner churches theology of mission and community</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Self starter, proactive; able to manage own workload and priorities</li> <li>• Strong team player with a 'can do' attitude ready to work collaboratively with the PSG</li> <li>• Ability to work on own initiative</li> <li>• Open to new ways of thinking and working</li> <li>• Sympathetic to Christian ethos and values</li> <li>• High level of personal integrity</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Work from home</li> <li>• Able to access/travel to all parts of the operational area, sometimes at weekends or evenings</li> <li>• Able to work flexibly including some evenings and weekends</li> </ul>	