

## **Diocese of Down and Dromore**

### **Job Description**

**Title of Post:** Diocesan Church Extension and Resource Officer

**Location:** Church of Ireland House, Belfast

**Reports to:** The Bishop of Down and Dromore

**Hours of Work:** Full Time – 37.5 hours per week

The purpose of the post is to support each parish in their task of continual growth and ensure that their mission and work are sustainable long-term as well as resourcing the establishment of new worshipping communities and fresh expressions of church across the diocese.

1. Encourage all parishes to maximise their income through effective communication to parishioners on matters such as tithing, gift aid, standing order donations, SMS donations, grant applications and other means of income.
2. Help clergy and vestries explore what actions could be taken to help ensure long term growth and sustainability in each parish.
3. Secure the necessary funds to establish new diocesan church plants and new ministries.
4. In conjunction with the Diocesan Secretary assist to put in place the finance, governance and structures for church plants, fresh expressions of church, new ministries and for the development of new facilities, new resources and new ministries at parish level.
5. Work collaboratively with the rest of the diocesan staff to maximise growth at every level across the diocese.

#### **Main tasks:**

- Work with the Bishop, Diocesan Secretariat and Diocesan Staff to identify parishes that would benefit from the expertise of this role and find the most appropriate ways of providing that expertise and support.
- Identify sources of statutory and charitable funding, including charitable trusts and individuals who could be approached for support. Establishing and developing relationships with key charities and individuals will be an essential part of this role, including arranging visits to the diocese by potential supporters.
- Facilitate vestries in looking at maximising their income and provide helpful resources to parishes so that they can put plans into action that enable them to reach their potential.
- Signpost clergy and vestries to projects and resources that could enhance their ministry and outreach within the parish.
- Work with the church plant leaders as they are appointed to help them establish strong foundations and sustainable worshipping communities, with

the aim of securing an additional £150,000 – £200,000 for the church plant fund each year.

- Work the Diocesan Secretary and church plant leaders in enabling them to put structures in place for governance, financial management and other essential structures.
- Enable parishes to increase their income year on year by at least 10%.
- Focus on at least two parish or diocesan development projects each year, chosen in consultation with the bishop and diocesan secretariat, which would include large capital projects to develop new facilities or the development of significant new parish outreach projects.
- In the first year in post the post-holder will put together a range of materials to resource different types of parishes, help them to increase their income both from direct giving and also other sources, and offer to run sessions for individual parishes and area deaneries to showcase, explore and enable parishes to implement these ideas.

### **Person Specification:**

#### **Essential Criteria:**

The person appointed will be expected to:

- Be a committed Christian who can demonstrate that commitment through a life of worship, prayer and service in a local church context.
- Have proven experience in securing grant funding, writing effective applications and fruitful appeal letters, including securing grants from Christian sources.
- Be an excellent communicator, able to present material in a convincing and winsome manner to individuals, clergy and to groups such as vestries.
- Have a passionate vision for the growth and outreach of the churches in the diocese.
- Can understand and grasp the individual challenges facing different parishes and tailor resources to make an effective plan to aid their development in the future.
- Be passionate about the role and significance of the local church and have a desire to see local churches become healthy, flourish and to grow.

#### **Desirable Criteria:**

- Be familiar with and have a working knowledge of Church of Ireland structures.
- Already have some experience in preaching and teaching.

#### **Terms of Appointment:**

The person appointed will be responsible to the Bishop of Down and Dromore.

Salary: Will be in the range of £27,000 to £29,000 per annum.

Hours: Full-time (37.5 hours per week). It is expected that the successful candidate will work flexibly to meet the needs of the Diocese.

Probationary Period: The successful candidate will be subject to the satisfactory completion of a six- month probationary period.

Pension: The employer will contribute 8% of salary to a personal pension scheme. The employer will comply with its obligations regarding pensions auto enrolment regulations.

Location: The Bishop of Down and Dromore and his staff are currently located in Donegall Street Belfast. The postholder will be required to work at any location with the Diocese of Down and Dromore.