

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	Kindling Network Development Manager
<b>Team:</b>	Kindling Network with link to Strategic Programme team at Church House
<b>Reports to:</b>	Vicar of St Michael and All Angels, Eastbourne Head of Strategic Development
<b>Key working relationships:</b>	Ministry team at St Michael and All Angels Strategic Programme Team – Church House Apostolic Life Team – Church House Programme participants
<b>Place of work</b>	A hybrid role based primarily on site at St. Michael's, Eastbourne  Working Hours: 35 hours per week, including some evening and weekend hours.

### **1.0 Main purpose of job**

The Kindling Network is an exciting new programme focused on equipping clergy to revitalise their struggling parishes across the Church of England - particularly those facing numerical decline, ageing congregations, and limited resources.

The Kindling Network Development Manager will be responsible for the day-to-day operations of the Kindling Network. They will ensure the training experience runs smoothly, setting up and maintaining processes to cover pre-course recruitment and information, the 8-day training experience at St Michael's, learning community activities and project monitoring and reporting.

### **2.0 Principal duties**

- 2.1. Administration of participant registration including communication with participants.
- 2.2. Organising accommodation and catering for participants.
- 2.3. Ensuring resources and equipment needed for a range of training activities are in place.

- 2.4. Monitoring and recording outcomes required by funders, including set up of efficient processes for this.
- 2.5. Preparation of reports on progress for funders and the project advisory group.
- 2.6. Arranging and supporting regular meetings for the project advisory group.
- 2.7. Providing administrative and operational support for learning community activities and an annual in- person gathering (including accommodation, catering, resources and equipment)
- 2.8. Set up and maintenance of communication streams, including website, newsletter and potentially social media
- 2.9. Leading Christian Worship within sessions
- 2.10. Delivery of Christian based training to a high standard

### **3.0 General responsibilities**

- 3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2 The post holder is required to:
  - support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in the performance management process;
  - engage in training and continuous professional development activities.
- 3.3. The post holder may be required to handle cash.
- 3.4. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be

subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

### **Terms and conditions**

**Hours of work:** This role is offered at 35 hours per week.

**Salary:** The post is offered at a salary of £32,270 per annum

**Annual leave:** 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one month's notice, and thereafter by one months' notice on either side.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%.

**Pre-employment checks:** The appointment is subject to a Right to Work check, enhanced DBS disclosure and two references.

**Genuine Occupational Requirement:** This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

**Funding of post:** This post is subject to funding from the National Church of England. Funding has been secured for a 2-year period with the possibility of a third year after which a further application for funding will be made.

**Employer information:** Chichester DBF is the employer on behalf of the Kindling Network. In due course the Kindling Network will apply to become a charitable organisation and it is the intention that employment will transfer to the Kindling Network (via TUPE).

## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications and Experience</b>	Professional qualifications in financial management	√	
	Professional qualifications in training	√	
	Experience of data recording and reporting on grants.	√	
	Experience of supporting board meetings (trustees or similar)	√	
	Experience in finance admin and reporting	√	
	Knowledge and understanding of Church of England structures (dioceses, parishes etc)		√
	Experience of maintaining/updating websites		√
<b>Skills and Abilities</b>	Proven communication skills, both written and verbal	√	
	Can show examples of being proactive and able to work	√	

	under own initiative to suggest solutions to problems		
	Can demonstrate excellent problem solving skills and ability	√	
	Excellent organisational skills	√	
	Strong attention to detail	√	
	Proficiency in Microsoft Office suite, including Excel, Word, and PowerPoint	√	
	Good interpersonal skills and able to build effective relationships with teams and a wide variety of people	√	
<b>Personal qualities</b>	A strong Christian faith and prayerful and discerning of God's leading	√	

**Review Date:**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**