

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	Racial Justice Co-ordinator
<b>Department:</b>	Apostolic Life
<b>Reports to:</b>	Head of Strategic Programmes
<b>Key working relationships:</b>	Racial Justice Officer Apostolic Life Team Education Team Associate Archdeacon for Diversity & Inclusion
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

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

The purpose of the role is to work with diocesan colleagues in the Racial Justice Team to deliver the outcomes of the Chichester Diocese Racial Justice Strategy.

The post holder will be responsible for facilitating opportunities and events for clergy, lay leaders, parishioners and Church of England schools to engage in racial justice training and initiatives within their parishes and schools across the Diocese.

As well delivering events this role involves supporting parishes to build strong relationships with their local community and church schools to promote anti-racist practice across the Diocesan structures. This role will include hosting at events and occasional presenting in both plenary and small group contexts.

There is an expectation that the post-holder will explore possible opportunities for ecumenical and inter-faith collaboration and partnership.

### **2.0 Principal duties**

#### **Facilitating Racial Justice Training**

To be responsible for the planning, facilitation and oversight of the Racial Justice Training for clergy, lay leaders and school leader programmes including:

- planning the delivery of courses, publicity, venues, keynote speakers, communication with participants, arranging group leaders if necessary;

- on the day up-front hosting and facilitation of sessions (in person and online), including managing small groups, break out groups, resources and refreshments;
- Organising worship leaders and the availability for pastoral care and support to participants as needed;
- Collation & evaluation of feedback, including monitoring of responses from specific work done during the course and appropriate data collection to support the reporting framework;
- Supporting external training providers and facilitators with the planning and delivery of courses;
- Working with the team to revise and adapt course content to reflect feedback and diocesan priorities.

### **Supporting Churches and Communities**

Seek to recruit and train a lay or ordained Racial Justice Advocate (RJA) in every deanery and in key focus areas (e.g., schools, diocesan departments), focusing initially on the Deanery Synods of the areas where we have offered Racial Justice Training.

To be responsible for supporting Diocesan and church leadership teams to connect, listen to and engage with UKME clergy, lay leaders, parishioners and community members to create collaborative anti- racism responses within parishes and across the Diocese through:

- Facilitating focus groups and community conversations by supporting communication, arranging venues and resources;
- Support in the creation of parish-based community prayer and action plans and the completion of actions;
- Facilitate and support the development of clergy and lay leaders that provide support and learning;
- On the day up-front hosting and support for participants.
- Supporting Church of England schools with access to up to date resources which enable them to address issues of racial justice through a theological lens, supplementing statutory requirements.

### **Supporting Vocations**

To work with the Director for Diocesan Vocations and Officer for Lay Ministry and Training and other members of the Apostolic Life team to:

- Encourage UKME/GMH Christians to confidently live out their baptismal calling within the household of faith
- Enable the diocese to attract and retain more UKME/GMH individuals into (a) the discernment process, and (b) roles of ordained and lay ministry.

**Commented [RS1]:** What's the timescale for this? If it is about wider clergy appointments then that goes beyond the remit of the Apostolic Life team

### **Publicity, website and social media**

To work with colleagues to promote and raise awareness of all aspects of racial justice work in Chichester Diocese, including:

- Developing the range of online and print publicity for events
- Refreshing and updating the racial justice information available on the Chichester Diocese website
- Working with the Racial Justice Officer to develop the communication strategy for racial justice across the Diocese
- Working with the Education Department to provide relevant information for monthly newsletters and termly briefing sessions for church school leaders
- Creating racial justice updates to be used internally for senior staff and Church House staff
- Overseeing and developing racial justice work on social media in liaison with our Communications Officers

Commented [RS2]: Racial Justice Officer

Commented [RS3]: Does this need a bit of re-phrasing, given some changes in the Comms team?

### **Racial Justice Project Support**

Working with colleagues in the planning, facilitation and oversight of racial justice projects through:

- Organising and attending project planning meetings, taking notes, creating and managing project timelines and outcomes;
- Establishing and maintaining processes for the collection of data to support the reporting framework for funders and Chichester Diocese;
- Ensuring reporting templates for funding are completed and delivered on time;
- Liaising between internal Diocesan teams to ensure the smooth running of projects;
- Support the team in managing finances and liaising with the Accounts Team for payments;
- Monitor and report on project progression and development.

### **Supporting the diocese in holding its racial justice vision**

- Inspiring, motivating, challenging and empowering members of the Church individually, and collectively to achieve the vision
- Sharing ministry and working collaboratively with others, so that individuals' gifts and talents are identified and used effectively in any given situation or task
- Acting as an advocate for Racial Justice in Diocesan structures, and as a member of the Racial Justice Committee

- Positive and impactful work with community church groups and schools and in collaboration with the Education Team at Church House.
- To implement recommendations in *From Lament To Action*, particularly in respect of Raising Awareness, Participation, Young People and Education recommendations of *From Lament To Action*.

Commented [RS4]: Shouldn't there be something here about engagement with the wider C of E? Mention of *From Lament to Action*?

### 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 the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in performance management and appraisal;
  - engage in training and continuous professional development activities.
- 3.3 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.4 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.
- 3.5 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.

**Review Date:** July 2025

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**

## **Terms and Conditions**

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

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

**Hours of work:** This role is offered as full time, 37.5 hours per week (1.0) or 4 days per week, 30 hours per week (0.8).

**Salary:** The post is offered at a salary of £36,050 (1.0) or £28,840 (0.8).

**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%.

**Travel and evening work:** The post will involve travelling around the Diocese and evening work and occasional work at weekends.

**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 3-year period after which a further application for funding will be made.

### PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications and Experience</b>	Experience of project planning, including organising multiple projects at once.	√	
	Experience of working across a large and complex organisation or area to work with a wide range of people.	√	
	Experience of facilitating and leading training	√	
	Experience of event management and administration.	√	
	Experience of building, developing and supporting networks		√
<b>Knowledge, Skills and Abilities</b>	The ability to support and encourage UKME/GMH Christians in their vocation to lay or ordained ministry	√	
	Theologically literate with the knowledge and ability to reflect on the implications of UKME/GMH barriers to lay and ordained ministry	√	
	An understanding of the Church of England national framework for racial justice	√	
	An understanding of ecumenical and inter-faith working	√	

	Strong organisational and planning skills	√	
	Able to demonstrate the ability to prioritise work to meet deadlines.	√	
	Excellent written and verbal communication skills	√	
	A high standard of computer literacy, including experience of Microsoft Office/Teams/Zoom	√	
	The ability to create social media and promotional materials for events		√
<b>Personal qualities</b>	A practising communicant member of the Church of England or of a church belonging to a member body of Churches Together	√	
	Passionate about the place of UKME/GMH people in God's mission and racial justice	√	
	Committed to and confident in the aims and ethos of the Diocese of Chichester and the mission and ministry of the Church of England	√	
	Willing to work outside normal working hours if required	√	

	Able to travel to churches around the diocese for the purpose of the role	√	
	Self-motivated with a pro-active approach	√	
	Can demonstrate a diplomatic approach when dealing with difficult and sensitive situations and topics.	√	