

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	Parish Development Officer
<b>Department:</b>	Parish Support Team
<b>Reports to:</b>	Parish Support Team Leader
<b>Key working relationships</b>	Parish Support Team Apostolic Life Team Strategic Programmes Team Clergy and Parishes in the Diocese of Chichester Archdeacons
<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

- 1.1. To work with and support parishes to enable, develop and support mission and ministry.
- 1.2. To support parishes, benefices and deaneries to discern, implement and evaluate their vision and strategic direction.
- 1.3. To work with the Strategic Development Team to develop missional objectives for parishes wishing to engage with the Diocesan Growth Strategy.

### 2.0 Principal duties

- 2.1. To guide and encourage parishes to help them discern and evaluate their vision and strategic direction. This will be achieved through presentations, PCC away days and by working closely with clergy and parish leadership teams.
- 2.2. To work with parish teams and PCCs to increase their effectiveness in mission and ministry. Including a focus on team dynamics, effective communication, delegation, conflict resolution and collaborative working. This includes supporting them to release gifts and ministries in others.

- 2.3. To work with Diocesan Staff and parishes to identify, develop and implement initiatives that enable culture change and support diocesan strategic aims, e.g. leadership training for clergy, interim ministry, fresh expressions and innovative forms of ministry.
- 2.4. In collaboration with Archdeacons, offer parishes training, planning and support whilst in vacancy, and where necessary, provide support and encouragement to parishes and deaneries via consultancy, training and specialist expertise.
- 2.5. To support and advise clergy and laity on raising human and financial resources for mission, appropriate to their context, including signposting to relevant people and agencies
- 2.6. To develop and deliver Parish Development training as requested by the Apostolic Life team and their training needs.
- 2.7. To network with national church officers, special interest groups and other dioceses to develop contacts and understand best practice in strategic change, parish development and renewal.
- 2.8. To work collaboratively with colleagues in the Parish Support Team, Apostolic Life Team and Strategic Programmes Team to ensure parishes receive appropriate support and advice.
- 2.9. To serve as a member of the Diocesan Fund for Mission, including twice-yearly committee meetings, and to support applicants to prepare high quality applications.

### **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 the performance management process;
  - engage in training and continuous professional development activities.
- 3.3. The post holder may be required to travel across the diocese and (occasionally) to meetings outside the Diocese.

- 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.

**Review Date:** May 2026

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:** May 2027

### **Terms and Conditions**

**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 two months' notice on either side.

**Salary:** The post is offered at £41,200 per annum.

**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 some travel 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.

**Flexible working:** This is a full-time position; however, we are happy to consider job-share applications (two part-time candidates) and applications from clergy wishing to combine this role with a ministry post.

## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications and Experience</b>	A relevant degree or equivalent experience	√	
	Successful experience of leading a church into growth	√	
	Able to show experience of designing and implementing a Mission Action Plan (MAP)	√	
	Experience of presenting, training or facilitating learning in group settings	√	
	Experience of mentoring individuals or teams	√	
	Experience of working with parishes, clergy, PCCs or other church bodies	√	
	Knowledge of church renewal, growth, outreach and mission strategies	√	
<b>Skills and Abilities</b>	Clear communicator with an ability to encourage and enthuse audiences	√	
	Ability to facilitate away days and group discernment processes	√	
	Excellent administrative and IT skills.	√	
	Strong oral and written communication skills	√	
	Strong interpersonal skills and ability to build effective working relationships with clergy, parishes, archdeacons and diocesan colleagues.	√	

	Ability to work collaboratively within a team and build trust with stakeholders	√	
	High level of organisation and ability to manage own workload.	√	
<b>Personal qualities</b>	Proactive, creative and enthusiastic.	√	
	Resilient, reflective and committed to CPD	√	
	A practising Christian in the Church of England or of a church belonging to a member body of Churches Together.	√	
	Flexible and willing to work outside normal hours when required.	√	
	Full driving license and access to car	√	