

JOB TITLE: Community Engagement and Social Action Adviser

LOCATION: The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL

GRADE: Grade 6

REPORTING TO: Lead Community Engagement and Social Action Adviser

PURPOSE OF JOB

Help support the key objectives of the Diocese's overall vision to grow missional churches with missional leaders and missional disciples. The postholder will assist parishes with taking their full and rightful place at the heart of their communities: serving God and serving the people, loving God and showing his love in and to their local communities.

PRINCIPAL ACCOUNTABILITIES

The post holder will support the Community Engagement and Social Action (CESA) Lead with equipping parishes with a range of tools for community ministry, enabling them to gain a full understanding of their unique local contexts, as well as opportunities for missional endeavours as they discern God's calling to meet social need.

This supportive role will involve:

- representing the diocese in its strategy, through community engagement and social action initiatives that help grow missional churches, with missional leaders and missional disciples
- planning and supporting the delivery of Community Engagement and Social Action initiatives
- taking the lead on some of the social issues affecting local communities, ensuring none are overlooked
- offering advice, information and signposting support to parishes, including but not limited to fundraising and grant opportunities
- local demographics data collation and analysis
- coordinating and expanding some of the CESA networks
- encouraging and enabling the development of community hubs
- nurturing relationships with parishes

- developing and fostering partnership with other organisations (statutory, third sector, local group etc)
- being a conduit between local parishes and partner organisations

SKILLS AND EXPERIENCE

- A disciple of Jesus Christ with a heart for renewing creation in the character of God and is able to inspire others with this vision
- Passionate about faith in action and addressing the 3rd and 4th Marks of Mission
- Educated to degree level, other relevant qualification or equivalent experience
- Knowledgeable on key social issues
- Can inspire others about community ministry
- Highly organised with good attention to detail
- Can work independently and as part of a team
- A clear communicator, both verbally and in writing
- Shows initiative
- A problem solver who is a creative thinker
- Can develop and maintain a network of contacts across related bodies

Experience

- Community engagement and social action initiatives
- Transformation and change
- A successful track record in project coordination and project planning
- Proven experience of volunteer management
- Strong experience with MS Office suite
- Proven ability to assimilate information and provide clear, high-quality advice
- Experience with data collection and analysis, with the ability to present findings in a clear and accessible way.
- Proven track record of strong networking skills with ability to build good relationships with colleagues, volunteers and other stakeholders
- Bid writing (desirable)

The post holder will be a public face of the diocese and so it is considered there is an Occupational Requirement (OR) for the post holder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance.

This role offers the option to work on a hybrid model (both from home and from the office) with the expectation for the post holder to be in the office on a regular basis. The role will require candidates to travel throughout the diocese, including in the evenings and at weekends.

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy and complete all relevant training. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.