

## Communities Together Durham – Faith in Community Partnership

**JOB TITLE** Faith in Community Project Officer

*Communities Together Durham [CTD] is a joint venture between the Diocese of Durham and the Church Urban Fund. The Faith in Community Project [FIC] was established in 2006 by the Diocese of Durham in partnership with the Church Urban Fund [CUF], Darlington and Newcastle Methodist Districts, the Northern Synod of URC and secular regional organisations.*

*The postholder will work within the Faith in Community Project [FIC].*

*The main aim of the FIC Project continues to be enacting appropriate faith motivated responses to social and economic disadvantage in neighbourhood and communities across the Durham Diocesan area. The postholder will have the task of [1] continuing and developing further the work of the FIC Project, and (2) contributing to the recently formed Durham Diocese Community Development Team, tasked with implementing the Diocese's newly constructed Poverty Strategy. The FIC Officer will also be involved with similar strategies for other partner denominations.*

**REPORTING TO:** The FIC Partnership Steering Group

**LOCATION:** The normal place of work for contractual purposes is home. The postholder will travel and work in locations across the Durham Diocesan Area

**HOURS:** Part-time (21 hours per week), variable pattern of working, including evenings and weekends

**POST HOLDER:** (name)

**DATE:**

**This post is being offered as a fixed term contract ending on 31<sup>st</sup> August 2021**

**JOB PURPOSE:**

To coordinate the development and delivery of the 'Faith in Community' [FIC] project.

**KEY DUTIES:**

1. Facilitating the work of the FIC Partnership Steering Group.
2. Advising and supporting local groups in considering and developing proposals for participation in the project.
3. Consultancy and support work with FIC local management groups, including assistance with the management of local projects and with the appointment and management of project workers.
4. Professional support for FIC Community Development Workers (CDWs) appointed by local projects.
5. Contribute to the development of the Community Development Team's Learning and Training Programme. Including, when appropriate, provision of practical and accessible forms of theological reflection which enable congregations and projects to make connections between the gospel message and the reality of deprivation, poverty and other forms of social injustice, and community life.

6. Development and co-ordination of specific FIC work-based learning programme including training for CDWs, local management groups and the local churches by arranging workshops and events and meetings of the FIC Network.
7. Work with Local Management Groups and the Partnership Steering Group to ensure monitoring and evaluation of project activity.
8. Support the project management in seeking funding to support the FIC Project, including identification of possible funders, submitting applications for funding and meeting grant requirements.
9. Liaise with accounts officers on income and expenditure, advice on use of income from grants, and support for accounting for grants.
10. Promotion and communication of the FIC project.
11. Attend and contribute to CTD Team meetings and work closely with other team members to ensure and deliver a co-ordinated and responsive approach to projects, churches and other stakeholders.

## **CONTACTS**

### **Regular contact with:**

Members of Partnership Steering Group  
 CTD Team Leader and Strategy Coordinator  
 Members of the Community Development Team  
 Clergy/ministers, trustees/committee members and volunteers involved in local projects  
 Local project workers

### **Also contact with:**

Denomination leaders and senior clergy/ministers/officers  
 North East Churches Acting Together Regional Officer  
 Representatives of grant funding bodies  
 Training providers  
 People enquiring about projects  
 Officers and communications advisers of participating denominations  
 Media

## **RESOURCES**

**People:** Support for development and management of paid and unpaid local project workers

**Finance:** Responsibility for FIC budget, meeting grant requirements and supporting grant accountability

**Other:** Secure and confidential handling of personal information about those involved in FIC projects

## PERSON SPECIFICATION

Attributes/ Requirements	Essential	Desirable
<b>Educational qualifications and experience</b>	<ul style="list-style-type: none"> <li>• A good general level of education, demonstrating excellent oral and written communication skills</li> <li>• Experience of working in a church context</li> <li>• Experience of working with a community development approach</li> <li>• Capacity to critically reflect on previous practice experience and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Management of community projects</li> <li>• Experience of being a trustee</li> <li>• Awareness of/experience of working within the framework of the National Occupational Standards</li> <li>• Experience of working with more than one denomination</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Organisational skills; accuracy and attention to detail</li> <li>• Knowledge of governance</li> <li>• Working knowledge of charity finance</li> <li>• IT skills –Using a PC to create documents using Word and Excel. Creating publicity materials with relevant desktop publishing software.</li> <li>• Experience of making grant funding applications</li> <li>• Able to work within a range of teams and communicate effectively with diverse stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating group work</li> <li>• Organising events</li> <li>• Knowledge of employing people</li> <li>• Experience of recruitment and appointment of staff</li> <li>• Knowledge of the partner churches theology of mission and community</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Self starter, proactive; able to manage own workload and priorities</li> <li>• Drive and enthusiasm.</li> <li>• Ability to work on own initiative</li> <li>• Diplomacy and tact in dealing with sensitive issues</li> <li>• Open to new ways of thinking and working</li> <li>• Sympathetic to Christian ethos and values</li> <li>• High level of personal integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to recognise and resolve actual/potential conflict situations.</li> </ul>
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Work from home</li> <li>• Full current driving licence and access to a car</li> <li>• Able to work very flexibly including some evenings and weekends</li> </ul>	