



JOB DESCRIPTION

TITLE	Centenary Project Area Co-ordinator
EMPLOYER	Sheffield Diocesan Board of Finance
RESPONSIBLE TO	Centenary Project Manager

PURPOSE OF THE ROLE

Working with the Centenary Project Manager to develop and manage an area of the Centenary Project.

1 GENERAL SCOPE OF RESPONSIBILITIES

The key responsibilities of the role are:

- 1.1 To develop and oversee an area network of Centenary Project Workers, Hub Coordinators and interns.
- 1.2 To mentor train and set objectives for CPWs, Hub Co-ordinators and interns and facilitate area Network gatherings.
- 1.3 To work with the Centenary Project Manager to initiate the application process with parishes or mission partnerships.
- 1.4 To support and assist the Centenary Project Manager.

2 KEY TASKS

- 2.1 Mentor and take pastoral responsibility for a group of Centenary Project Workers and interns.
- 2.2 Manage the work of the Hub Co-ordinators working in this area.
- 2.3 Work with the CPWs, their incumbents and parish church to build positive working relationships, providing support and help where necessary
- 2.4 Set and review objectives with the Centenary Project Workers and their incumbents, in line with the values of the CP guidelines and agreed job descriptions.
- 2.5 Facilitate a monthly area network meeting and assist the Centenary Project Manager in the delivery of a quarterly whole network meeting.
- 2.6 Work with the Centenary Project Manager to identify and facilitate or deliver relevant training.
- 2.7 Work with the Centenary Project Manager to deliver an area Action Learning Network.
- 2.8 Work with the parishes to ensure long-term financial sustainability.
- 2.9 Continue to work with parishes and mission partnerships as they think through and prepare their applications to the Centenary Project. In particular liaising with clergy and PCCs.
- 2.10 Guide and assist parishes through the application process and once approval has been given, work with the Centenary Project Manager and HR through the recruitment process.
- 2.11 Assist workers and Centenary Project Manager to deliver central CP events.
- 2.12 Work with Hub Coordinators to deliver regular Hub Events for young people.
- 2.13 Ensure communication with other organisations working in the same area.
- 2.14 Ensure the provision of timely and accurate data on outputs and outcomes for the Centenary Project Manager's reports.
- 2.15 Help parishes outside their area to explore and process applications depending on the demand and need of the wider Centenary Project.
- 2.16 Undertake such other duties as may reasonably be required commensurate with the responsibilities of the post.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and Training	<ol style="list-style-type: none"> 1. A good standard of written English (GCSE English or equivalent). 2. A nationally recognised qualification in youth or children's work (or equivalent experience) 	<ol style="list-style-type: none"> 1. Safeguarding training. 	Application documentation.
Experience	<ol style="list-style-type: none"> 3. Active member of a Christian church. * 4. At least 5 years' experience of leading youth and or children's activities in a church setting. 5. Working knowledge of the structures and practices of the Church of England; in empathy with its visions and aims. 6. Experience of providing support to others. 7. Experience of working within a team. 8. Experience of mentoring and/or coaching. 9. Experience of working with and nurturing volunteers and/or paid staff. 10. Experience of planning and leading meetings. 	<ol style="list-style-type: none"> 2. Experience of working in a local church context. 3. Experience and understanding of Fresh Expressions of Church and pioneer ministry. 4. Experience of leading a team. 5. Experience of organising and delivering training. 	Application documentation and interview.
Knowledge and skills	<ol style="list-style-type: none"> 11. A clear understanding of the principles of youth and children's work. 12. Working knowledge and commitment to safeguarding and promoting the safety and welfare of children. 		Application documentation, interview and practical exercise.

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	<p>13. Literate in IT including use of social media and word processing.</p> <p>14. Good people and communication skills, appropriate for connecting with workers and clergy and interacting with the church.</p> <p>15. Ability to relate and quickly build trust with a diverse range of people.</p> <p>16. Willingness and ability to work across a range of theological expressions.</p> <p>17. An ability to set and review goals for others.</p>		
Qualities	<p>18. Able to speak with sincerity about matters of Christian faith in an informed, effective and non-judgmental way.</p> <p>19. Able to relate effectively with a wide spectrum of people, both adults and young people.</p> <p>20. Able to communicate effectively in person and in writing.</p> <p>21. Able to motivate self and others and to manage use of time.</p> <p>22. Able to work as part of a team.</p> <p>23. Able to set and work to goals without direct supervision.</p> <p>24. Able to prioritize and handle a number of different projects simultaneously.</p> <p>25. Able to present a strong Christian role model.</p>	6. Able to work in a range of social and cultural contexts.	Application documentation, interview and practical exercise.
Other	26. Satisfactory Enhanced DBS		Application

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	<p>disclosure.</p> <p>27. Commitment to engage in professional and spiritual development.</p> <p>28. Have access to appropriate transport for travel within the area.</p>		documentation and interview.

** Given the nature and context of the work it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010*