



THE DIOCESE OF SHEFFIELD

JOB TITLE:	Cornerstone Mission Project Officer
REPORTING TO:	Pioneer Oversight Minister
MANAGED BY:	Pioneer Oversight Minister
BASED AT:	The Hub, St John's Church, Kimberworth
HOURS:	17.5 hrs
SALARY:	£23,843 - £25,500 FTE/ Pro-rated dependent on experience
CONTRACT:	Fixed Term to 30 June 2030

JOB DESCRIPTION

Job Purpose

To be a key team member in the Cornerstone Mission Area Revitalisation project whose vision is to grow disciples across a group of 5 churches. To enable the time and energy of the clergy to be released for mission activity by establishing systems and providing effective project support. To support clergy, staff team, lay ministers and other volunteers in the implementation of the Project.

This is a new role within an evolving project, and the successful candidate needs to be adaptable, creative and prepared to respond with initiative as the role develops. This will include opportunities to both support and take a lead in mission activities, and as such, it is a requirement for the postholder to have a committed Christian faith.

Key Working Relationships

- Pioneer Oversight Minister
- Staff teams and members of the Clergy
- Lay Ministers and other volunteers

Main Duties and Responsibilities

1. Administration

- Act as a central point of contact for the Revitalisation project
- Maintain and continue to innovate new office systems, ensuring best use is made of electronic systems and databases
- Support administrative workers in the different churches where appropriate
- Ensure appropriate DBS checks in place for all activities within the Revitalisation project
- Provide high quality and timely monitoring and other information to external funders
- Process incoming and outgoing email and paper correspondence

2. Communication

- To maintain good communication across the Mission Area in support of the Revitalisation Project

- Develop and implement a Mission Area Communications Strategy, in liaison with the Diocesan Communications Team
- Liaise with a range of internal and external stakeholders on behalf of the Pioneer Oversight Minister
- Maintain and develop social media accounts and the Mission Area website, including development in regard to digital evangelism and discipleship
- Publicise events and activities across the Mission Area and lead on developing publicity campaigns
- Ensure consistency of message, branding and quality in all communications
- Maintain the 'A Church Near You' pages for the churches in the Mission Area
- Establish and lead a group of volunteers from across the Mission Area to coordinate and develop online presence
- Train and upskill staff team and other volunteers, e.g. in social media and creating an effective digital presence, to build capacity across the Mission Area
- Proactively source and capture good news stories from across the Mission Area which support the Revitalisation project
- Produce and distribute digital and paper publications as necessary (Revitalisation Project newsletter)

3. Missional Activities

- Work with children and families' workers and volunteers to develop and extend outreach to children, young people and families
- Facilitate the development of new activities and initiatives
- Monitor the effectiveness of mission activities, gather feedback and capture learning

4. Meetings and Events

- Organise and service meetings related to the project
- Carry out risk assessments for events and activities within the Revitalisation project
- Actively participate in project meetings
- Ensure that actions from meetings are followed up where required
- Lead events and mission activities where required, including prayer meetings and bible study groups

5. Finance

- Provide administrative support with the finance admin and budgeting for the project
- Identify, coordinate and develop applications for external sources of funds
- Identify and manage other opportunities for fundraising
- Manage a small budget for the purchase of office equipment, stationary and petty cash items as required
- Maintain the office space and order supplies as necessary
- Cash handling when required

6. General

- Maintain up to date and accurate contact lists for the project
- Prepare for, and actively participate in, regular supervision
- Undertake training as appropriate



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PERSON SPECIFICATION

Cornerstone Mission Project Officer

Key Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• English & Mathematics to GCSE standard or equivalent• Highly computer literate, proficient in MS Office and social media• Experience of working effectively in a team• Experience of working in an administrative environment	<ul style="list-style-type: none">• Proficient in MS Publisher or similar• Experience of working for a 'not for profit' organisation• Experience of / qualification in website development• Experience of securing external grant funding / fundraising• Experience of DBS checks• Experience of carrying out risk assessments
Skills and Abilities	<ul style="list-style-type: none">• Excellent organisational skills with attention to detail• Excellent communication and presentation skills, both written & verbal• Ability to prioritise workloads and manage deadlines• Aptitude for reviewing and developing office systems in response to availability of new technology• Understanding of good modern communication practices• A willingness and appetite for further training• Good understanding of technology to enable mission	<ul style="list-style-type: none">• Knowledge of GDPR compliance• Ability to travel independently across the Mission Area
Work-related Personal Qualities	<ul style="list-style-type: none">• A personal commitment to sharing in God's mission and ministry• Motivated and enthusiastic• A good team player	

	<ul style="list-style-type: none">• Able to form effective working relationships with a range of people• Creative and willing to share ideas• Able to maintain strict confidentiality• Reliable & trustworthy• Proactive and able to work alone and unsupervised• Understanding and commitment to equality and valuing diversity• Able to work occasional weekends / evenings as required• Willing to learn new skills	
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This post carries an Occupational Requirement under the provisions of the Equality Act for the postholder to have a committed Christian faith.

Please note this role may be subject to a DBS check following Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at HR@sheffield.anglican.org.