

Blackburn Diocesan Board of Education

Job Description

Job Title:	Ignite Team Mentor and Operation Assistant – Ignite Project Children and Youth Lancashire
Salary:	£17,800.20 per annum
Hours:	21 hours per week, 3 days per week
Location:	Clayton House, Walker Office Park, Blackburn, BB1 2QE
Responsible to:	Project Manager – Ignite Project Children and Youth Lancashire

1. Background

Vision 2026 is an agenda for growth and change agreed by the Blackburn Diocesan Synod in 2015. It challenges our parishes to be healthy churches which can transform the communities in which they are set. It also lays out four ways in which this over-arching goal can be achieved: Making Disciples, Being Witnesses, Growing Leaders and Inspiring Children and Young People for Jesus Christ.

To catalyse the goals of Vision 2026, an extensive consultation process has been carried out to hear from parishes what they think would help them to grow a healthy church that transforms its community, and make deeper and more followers of Jesus. The responses to this consultation process have resulted in a £30 million application to the national Church Commissioners for 'Strategic Mission and Ministry Investment' funding, due to be considered by the Strategic Mission and Ministry Investment Board in late February 2024. The application requests investment between 2024 and 2030 for the following that will be a responsibility of this role:

A Church that Reflects the Communities it Serves

- **funding for additional children's/families'/youth workers**

...with the whole project under-girded by prayer.

Overview: The 'Ignite Team Mentors and Operation Assistants' will work under the Project Manager and play a vital role in providing support to the Ignite Project Children and Youth Lancashire project. The focus will be on nurturing and discipling children and young people in alignment with the Diocese of Blackburn's vision. This involves holding and supporting regular worship accessible to youth and families, enabling growth in leadership, and fostering effective partnerships between churches and schools.

Main Responsibilities:

Prayer:

- To lead/arrange prayer sessions with the Parishes, Ignite Team workers and leaders.
- To support with spiritual direction for the Ignite workers in the Parish

Pastoral/Mentoring Support:

- Conduct regular parish visits to mentor and pastorally support the Ignite Team workers to ensure effective communication and support
- Be pastorally available for Ignite Team worker, offering guidance and support
- Take every opportunity to coach Ignite Team workers
- Mentor team members under their care, to continually evaluate and improve effective delivery of the project
- Identification of training needs and help facilitate as needed
- Meet twice a year with the Local Line Manager as well as the Ignite Team member for progress report (together with the PM x1 a year)

Networking of Ignite Team workers:

- Organise and participate in meetings with project manager, team members and their local parish line managers once a year
- Support and coach Ignite Team workers through their qualifications
- Manage the virtual support group, facilitating discussions and providing pastoral and coaching support as required

Event Organisation:

- Organise and attend as mandatory, the monthly team meeting for all parish and centrally based Ignite Team
- Organise and coordinate the annual celebration of the project with senior Diocesan staff
- Support organisation and coordination of wider events across the diocese to support Ignite Team workers
- Facilitate ongoing support of events across the workers
- Organise annual Ignite Team residential retreat for spiritual and training nourishment

Training, Facilitation and Support:

- Assist the facilitated training for parishes on overseeing and managing their own recruitment and teams in the future.
- Assist the facilitated training by coaching for local line managers
- Assist in facilitating the monthly Team Day, fostering a positive and collaborative team environment
- Work closely with the other Ignite Team Mentor and Operation Assistant to provide mentoring and support for the whole team on an individual and team level

Data collection

- Regularly visit team in parish to monitor KPIs (6 times a year)

- Record KPIs of each parish initiative
- Together with the Ignite Project Manager keep the data updated and analyse the effectiveness of the project in each parish reacting to any issues
- Liaise with each team member regularly to reflect on progress and mentor in effectiveness to build the ministry up in each location
- Under the direction of the Project Manager, liaise with the local line managers and incumbents annually, and meet line managers with Ignite Team member twice a year to update the KPIs and to agree any changes and improvements needed to better meet KPIs.

Person Specification

Essential	Desirable
Qualifications, Knowledge and Experience	
<ul style="list-style-type: none"> • Educated to degree level (or equivalent experience) • Practical experience in providing mentoring and coaching, preferably in a youth or community setting. • Ability to deliver effective training sessions for stakeholders • Proven track record and wide experience of supporting or growing a Children's, Youth or Families Ministry within a church setting • Knowledge of Safeguarding policies with children and young people • Good knowledge and experience of using a wide range of media. 	<ul style="list-style-type: none"> • Familiarity with Church of England practices and theology across a wide range of traditions • Qualification in children or youth ministry • Experience of running social media communications
Passion for Diocese of Blackburn Vision	
<ul style="list-style-type: none"> • Commitment to and understanding of the Diocese of Blackburn's vision, particularly in inspiring and discipling children and young people for Christ. • A personal passion for nurturing and growing the faith of children and young people and clear experience in this area . • 	
Personal Qualities and Skills	
<ul style="list-style-type: none"> • A person of prayer, sensitive to the leading of the Holy Spirit • A practicing Christian involved in a regular worship in a church with theology compatible with the Church of England • Strong interpersonal and communication skills to effectively engage with Ignite workers and stakeholders • Ability to deliver coaching and training for local line managers and workers • Excellent organisational skills, with the ability to coordinate events and meetings. 	<ul style="list-style-type: none"> • Ability to build and maintain strong relationships with churches, PCCs, and other stakeholders. • Strong events management experience

<ul style="list-style-type: none"> • Ability to provide effective pastoral support and guidance. • Good organisational skills and the ability to organise their own time and prioritise effectively • Proficient in administrative tasks and providing assistance to the Project Lead • Availability on some evenings and weekends 	
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Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Education

Salary: £17,800.20 per annum

Contract: Fixed Term until 31st December 2030

Hours: This is a part-time role based on a 21-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends ideally this will be taken as flexible working

Location: The post holder will be based at the Blackburn Diocese Board of Education, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December. Additional discretionary days (non-contractual) may be given between Christmas and New Year.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period four weeks' notice is required on either party. Thereafter you will be required to give six months' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates

Employee Assistance Programme: Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.



Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment