

Blackburn Diocesan Board of Finance Ltd

Job Description

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| Job Title: | Strategic Mission and Planning Enabler (Accrington & Burnley) |
| Salary: | £53,206 per annum FTE Fixed Term for 3 years |
| Hours: | 35 hrs per week (Applicants who need to work fewer hours will be considered. However, there is a minimum requirement of 28 hours per week. If this applies to you, please state this clearly within your application). Independent consultants will also be considered to undertake this work. Please complete the application process in the same format ensuring you clearly state this within your covering letter. |
| Benefits: | Additional benefits offered |
| Location: | Based at the diocesan offices in Clayton House (Blackburn) with regular travel across Accrington deanery and some to Burnley |
| Responsible to: | Line managed by Director of Vision Delivery/Deputy Diocesan Secretary working collaboratively with the Area Dean of Accrington & Area Dean of Burnley |
| Responsible for: | To consult widely across the town of Accrington and neighbouring Oswaldtwistle, to support the discernment of a vision for the Church of England in Accrington town and neighbouring Oswaldtwistle, chart a way to get there and the change and investment needed, write the funding application then oversee the initial implementation of the plan. To support the ongoing process to discern focussed investment into Burnley under the same funding application. |

1. Background

This is a unique opportunity for an individual with demonstrable experience of discerning vision and developing strategy to play a vital role in the delivery of Blackburn Diocese's Vision 2026 - "Healthy Churches Transforming Communities" and its successor, as the 'Accrington & Burnley Mission Enabler'.

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 was carried out to hear from parishes what would help them to grow a healthy church that transform its community and make deeper and more followers of Jesus. The responses to this consultation process resulted in an application to the national Church of England Strategic Mission and Ministry Investment (SMMI) board. In June 2024, £25.5 million was awarded for a programme of renewal in the Diocese over nine years, with £12 million in the first phase and £13.5 million (agreed in principle) for two more stages of work and subject to evaluation of progress.

Our application also requested that we be permitted to submit a further significant application (provisionally to be submitted in 2026) to specifically request investment into two towns, Accrington and Burnley. The SMMI Board accepted this request and has funded this three-year full-time post to enable the discernment, writing and initial implementation of SMMI funding proposals for both towns.

2. Responsibilities

Accrington (approx. 80% of time)

Prayer

- Under the guidance of the Area Dean, to lead/arrange prayer sessions, particularly focussed on Accrington, the churches and schools based there, and the surrounding area.

Building Relationships

- Get to know the parishes of Accrington deanery, building strong and positive relationships with ordained and lay church members. This will involve visiting churches, visiting services or other church events and also attending occasional evening PCC meetings.
- Become familiar also with the church and non-church schools in the area, particularly building strong and positive relationships with school representatives from the CofE primary schools and the CofE high school.
- Build strong relationships with other key local partners including Council representatives, ecumenical partners, faith leaders etc as is appropriate and helpful to the development of a comprehensive plan for the CofE in Accrington.

Vision Discernment and Mission Action Planning

- Lead the process to enable the clergy and lay leaders of Accrington deanery to discern a positive and ambitious vision for the Church of England in Accrington town and Oswaldtwistle.
- The above should encourage and enable the identification of all of the opportunities ahead as well as facilitating an assessment of the challenges (including opportunities and challenges relating to buildings).
- Lead the subsequent process to enable the development of a clear plan to deliver that vision, undergirded by faith and prayer.

St James Church

- St James holds a particular strategic position in Accrington, located in the town centre. Work with the parish and deanery leaders to enable the discernment of a strong, ambitious and robust vision and investment plan for St James as part of the wider deanery planning.

National Funding

- In liaison with the Area Dean and Director of Vision Delivery, identify how national CofE funding streams could catalyse the plan for Accrington town (incl. St James church) and Oswaldtwistle – what would need external funding, when and where?
- Draft the funding application (supported by the Director of Vision Delivery).

Implementation of the Plan

- Oversee the initial implementation of the plan which is likely to include recruitment of new posts and oversight / providing additional capacity where helpful to enable any other change agreed under the plan.

Reporting

- Ensure the Accrington Deanery Synod and Accrington Clergy Chapter, as well as being integrally involved in the process, are regularly updated on overall progress.
- Ensure the Director of Vision Delivery is regularly updated and provide any necessary reports for the diocesan Strategic Programme Board.

Burnley (approx. 20% of time)

Prayer

- Actively participate in prayer sessions, particularly focussed on Burnley, the churches and schools based there, and the surrounding area.

Discernment of an Investment Application

- Support the ongoing process (which is being coordinated by the Bishop of Burnley & Director of Vision Delivery) to enable the clergy and lay leaders of Burnley deanery to

discern a positive and ambitious investment proposal that will enable mission and ministry.

- This will include attending meetings, analysing key themes, drafting role descriptions etc.

National Funding

- Draft the funding application (supported by the Director of Vision Delivery).

Implementation of the Plan

- Oversee the initial implementation of the plan which is likely to include recruitment of new posts and oversight / providing additional capacity where helpful to enable any other change agreed under the plan.

Key relationships

Deanery and parish representatives

- 1) Area Deans of Accrington & Burnley
- 2) Local church ordained and lay leaders

Central staff

- 1) Bishop of Burnley
- 2) Archdeacon of Blackburn
- 3) Director of Vision Delivery/Deputy Diocesan Secretary
- 4) SMMI Strategic Programme Manager

Beyond

- 1) Local school representatives
- 2) Local Council, ecumenical and faith leaders

3. What we are looking for:

Person Specification

| Criteria | | | App | Int |
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| Experience, knowledge, training and qualifications | | | | |
| a | Educated to degree level (or equivalent experience) | Essential | ✓ | |
| b | Strong track record of leading vision and mission action planning (ie strategic planning) in or for a large and complex organisation | Essential | ✓ | ✓ |

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| c | Able to analyse complex inter-related issues and to prayerfully discern key missional and financial obstacles and opportunities | Essential | ✓ | ✓ |
| d | A flair for communicating both in writing and in person in such a way as to enthuse and engage others. | Essential | ✓ | ✓ |
| e | Experience and demonstrable ability to network, collaborate and readily build relationships. | Essential | ✓ | ✓ |
| f | Proven ability to lead, inspire and motivate others, comfortable working with a wide-range of people lay and ordained | Essential | ✓ | ✓ |
| g | Ability to work independently in handling diverse workload and in keeping to deadlines with an attention to detail. | Essential | ✓ | ✓ |
| h | Well-organised and administratively effective with good working knowledge of IT and social media platforms. | Essential | ✓ | ✓ |
| i | Experience of project management from inception through to delivery. | Desirable | ✓ | ✓ |
| j | Experience of developing and conveying a strategic vision in a parish or deanery context, with the sensitivity to recognise that even such language could be a barrier to struggling parishes | Desirable | ✓ | ✓ |
| k | Experience of managing organisational and cultural change | Desirable | ✓ | ✓ |
| l | An understanding of the structures and workings of the Church of England and an ability to work effectively within them. | Desirable | ✓ | ✓ |
| a a a | A person of prayer, sensitive to the leading of the Holy Spirit | Essential | | ✓ |
| b | A practicing Christian involved in a regular worship in a church with theology compatible with the Church of England | Essential | ✓ | ✓ |
| c | Proactive self-starter with initiative and the capacity to work with minimal supervision. | Essential | ✓ | ✓ |
| d | A problem solver: ability to identify solutions to complex administrative problems. | Essential | ✓ | ✓ |
| e | A passion for spiritual and numerical growth | Essential | ✓ | ✓ |
| f | A strong desire to serve the church in Lancashire. | Essential | ✓ | ✓ |

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| g | Someone who takes real delight in the breadth of the Church of England with a genuine appreciation of the Five Guiding Principles and the willingness to work in diverse cultural and theological contexts | Essential | ✓ | ✓ |
| h | A hopeful character, who is able to encourage, build-up, and promote a can-do attitude | Essential | ✓ | ✓ |
| i | Excellent influencing skills across a broad range of personality types, seniorities, and levels of engagement and support. | Essential | ✓ | ✓ |
| j | Someone who has experience of church growth, both numerically and by deepening Christian commitment. | Desirable | ✓ | ✓ |
| k | Active participation in the life of an Anglican parish. | Desirable | ✓ | ✓ |

There is an occupational requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 to the Equality Act 2010.

4. Outline of Terms and Conditions

Employer: You will be employed by the Blackburn Diocesan Board of Finance

Salary: £53,206 per annum FTE

Term of Appointment: Fixed Term for 3 years

Hours: Full-time (35 hours per week). The post holder may be required to work additional hours as to meet the reasonable requirements of the role. They will be entitled to time off in lieu for attending meetings outside normal office hours which may include evening and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Finance, 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 are provided to assist remote working.

Pension: Member of the Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

Annual leave: Entitlement of 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. 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.

References: Appointment will be subject to the receipt of satisfactory references.

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

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

Housing: This role does not qualify for housing or allowances such as council tax, water or heating lighting and cleaning. No removal allowances are paid for the successful candidate.

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.

5. How to Apply

Please complete an application form and equal opportunities monitoring form on the diocesan website. Please send completed documents to hrapplications@blackburn.anglican.org.

For an informal conversation about the role, please contact Carolyn Barton, Director of Vision Delivery & Deputy Diocesan Secretary, at carolyn.barton@blackburn.anglican.org

The closing date for applications is Sunday 2nd February. Interviews will take place on Friday 14th February.

We are also welcoming applications from independent consultants. Please apply following the same process and include any relevant details within your covering letter.