



Role Description and Person Specification

Parish Transition Facilitation Officer

Line manager: Senior Parish Transitional Enabler

Key Relationships: Clergy and Lay leaders in parishes
Parish Transition & Ministry Development team
Shaped By God Together Programme team

The Parish Transition Facilitation Officer will be a member of the Parish Transition & Ministry Development (PTMD) department and work closely with the Shaped By God Together (SBGT) programme team.

The purpose of this role is to:

- Act as a co-facilitator within the process of forming Minster Communities in the Diocese of Leicester, through Christian discernment
- Provide facilitation support and challenge to forming Minster Communities as they write their Minster Community proposals.
- Undertake qualitative and quantitative data analysis

The Parish Transition Facilitation Officer will:

1. Act as a co-facilitator to collaboratively deliver facilitation of Phases 1 and 2 of the Minster Community formation process.
2. Act as a facilitator within Phase 2 of the Minster Community formation process, working particularly with groups who are writing Minster Community Proposals, such that these proposals reflect local missional discernment
3. Ensure Minster Community proposals meet the expected diocesan criteria, in respect to what the content covers, with sufficient practical realism and aspiration.
4. Ensure Minster Community proposals meet the requirements for potential national church funding, as applicable to each local context.
5. Undertake qualitative and quantitative analysis of outputs from the Minster Community formation process (e.g. Storyboards and Conversation Prompts), and make this

available to parishes in the formation process, in order to enable and support understanding and decision making.

6. Alongside colleagues in the Parish Transition and SGBT teams, provide administrative support for the delivery of the Minster Community formation process. This may include managing email communications, event administration and recording progress.
7. Contribute to and participate in worship, prayer and theological reflection as part of the Minster Community formation process.

	Generic Responsibilities for all Diocesan Board of Finance employees
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To undertake other duties as may reasonably be expected

Details of the Minster Community formation process including Storyboards and Conversation Prompts can be [found here](#).

Person Specification

1. Excellent communication skills, both written and verbal.
2. Good IT skills, including use of Microsoft Word, Excel and PowerPoint, and ability to use, or quickly learn to use, project management software.
3. Facilitation skills and experience, with good self-reflective skills.
4. Ability to work within a defined change process, with an understanding of the boundaries of flexibility and accountability.
5. Ability to synthesise a group's ideas and plans into accurate and succinct written documentation.
6. Ability to relate appropriately to a wide variety of people.
7. Ability to undertake data analysis with objectivity and sensitivity, and to present data analysis in a variety of written and/or visual formats, in accessible and engaging ways.
8. Flexible and able to prioritise a changing "to do" list and ability to work to a deadline.
9. Trustworthy and reliable, with ability and willingness to work in a team.
10. Able to use initiative to see what needs doing rather than waiting to be asked.
11. Excellent administrative and organization skills, with an eye for detail and ability to be accurate.
12. Eager to learn and prepared to do additional training/development if appropriate.
13. A desire to serve the church and enable a thriving diocese along with a commitment to making the Minster Community framework and formation process work well
14. Working understanding of the Church of England.
15. Ability to arrange own transport across the diocese.
16. Personal Christian faith – there is an occupational requirement that the postholder is a Christian.

OTHER INFORMATION

Employment status	This is a two-year fixed term, employed post. The Parish Transition Facilitation Officer will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ. The post is funded from a Strategic Ministry and Mission Investment Board capacity funding grant.
Salary	£30,000 per annum.
Hours	This is a full-time post. The usual office hours are 8.30am – 4.30pm although we are willing to offer some flexibility. There is flexibility around some home-working which can be negotiated, although regular office working is required. Some weekend and evening working will be required, for which Time Off In Lieu will be given. Part-time working will be considered for an excellent candidate.
Pension	Defined Contribution pension of 10% of salary
Annual leave	25 days, plus Bank Holidays.
Probationary period	3 months
Anticipated start date	September 2024

This post is subject to a DBS (Disclosure and Barring Service) Clearance in line with Church of England Safer Recruitment Practice Guidance. The successful applicant will also need to provide proof of right to work in the UK before taking up post.

This post is funded through a grant from the Strategic Ministry and Mission Investment Board.

For an informal conversation about the role contact Beth Cluer at Beth.Cluer@leicestercofe.org or Stuart Burns at Stuart.Burns@leicestercofe.org

The **closing date** for applications is **noon on Tuesday 27th August 2024**

Interviews will take place on **Monday 2nd September 2024** at St Martins House, Leicester.