

AMEN Anglican Minority Ethnic Network

Promoting the presence and participation of Anglicans of Minority Ethnic Heritage in all structures of our church in the service of the Gospel of Jesus Christ.

October 2023

Dear Friend

Advocacy Programme

Many thanks for your interest in the roles which have been advertised by AMEN. We are delighted that AMEN has been awarded a three-year grant to run an Advocacy Programme to provide advocacy and pastoral care to minority ethnic members of the Church of England.

Our grant is one of the first to be made from the Church of England's allocation of £20m for targeted interventions in racial justice work to help the church make a step change *From Lament to Action*. Whilst the AMEN Executive has always tried to support members experiencing racial injustice, receiving this grant means a step change in our capacity as a network.

The funding will enable us to employ an Advocacy Programme Officer to operate a racial justice helpline and respond on issues of racial injustice by accompanying individuals who are impacted, advocating to the relevant church officers, and ensuring appropriate pastoral care is provided.

This means that minority ethnic and GMH members of the Church of England will have a safe advocacy and advisory resource independent of their diocese or institution concerning the issues of racial injustice that are impacting them, especially when the injustice may involve senior members of their diocese, and where their diocese or institution has no UKME/GMH advisor or dean.

We think church leaders will be better aware of racial injustice and able to modify their own practice and that of their organisation – our interventions could occur across the whole Church wherever issues are experienced, be that in NCIs, TEIs, dioceses, parishes, schools, chaplaincies, BMOs, or FXs.

A second delight is that a role to support the operation of AMEN has also been approved as part of the Advocacy Programme grant.

In summary, the two roles are as follows:

Advocacy Programme Officer (Full time)

£36,000 - £40,000

We are looking for someone who will:

- Understand the systemic racial injustice within the Church of England
- Listen to people to identify issues of racial injustice and the help each needs
- Develop plans with individuals for advocacy and pastoral care
- Influence senior leaders in the Church to bring about racial justice
- Work with police occasionally
- Communicate with AMEN Executive Committee members regularly

Applicants must be practising Christians who support the faith context of the Church of England and will complete a full DBS disclosure.

Membership & Network Administrator and Events Co-ordinator (Half time)

£25,000 - £29,000 pro rata

We are looking for someone who will:

- Organise open events on issues of racial justice
- Distribute email newsletters and update the website and social media
- Be proactive in growing the AMEN network
- Manage a membership database and provide IT support

Both roles are offered on a three-year contract with the potential for five years.

Contents

In this application pack you will find a job description and a person spec for both roles, and the AMEN Strategic Plan.

Contact Details

We hope that you will be interested in applying. If you have any questions that you would like to discuss first, please contact The Revd Canon Eileen Harrop, AMEN Vice Chair, on 07976 676098 or email amenvacancies@gmail.com.

Applications

To apply, please send the following to The Revd Dr Godfrey Kesari, AMEN Acting Secretary by email to: amenvacancies@gmail.com by Friday 24th November 2023:

1. **Your CV** including personal details (names, date of birth, contact details), present (or most recent) employment, and full history since leaving school - education, employment and any voluntary work, as well as an explanation of any gaps.
2. **Covering Letter** stating which role you are applying for and giving your reasons for applying and leaving your present (or most recent) employment, and showing how you fulfil the person spec with the gifts and skills that you would bring to the role.
3. **Referees** who we could contact after interview with your agreement. We would need to obtain a minimum of two references, and referees must be over 18 and not be family members or relatives. At least one of the references must be from your current/most recent employer and/or voluntary position.

Timetable

We will be shortlisting in the week commencing 27th November 2023 and holding interviews in the week commencing 4th December 2023. The start dates will be as soon as possible after job offers have been made and accepted, references have been received and, for the Advocacy Programme Officer role, the enhanced DBS certificate has been received.

We look forward to hearing from you and meeting you.

Eileen Harrop

Reverend Canon
AMEN Vice Chair

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Job Description for Advocacy Programme Officer

Context

The AMEN Advocacy Programme will provide advocacy and pastoral care to minority ethnic members of the Church of England through leveraging the capability of AMEN “to build relationships, represent issues, respond, and create frameworks for reforming the Church”.¹ Advocacy is a core gift of AMEN to the Church.

Strategy

AMEN’s areas of strategic priority are:

- **Relationships** through networking, links, socials, and retreats
- **Representing** through national seats/roles, advocacy/support, diocesan roles
- **Resourcing** through informing, training, education, mentoring, advisory hub, think tanks, statements
- **Reforming** through being a prophetic voice and having seats ‘at the table’

Approach

The AMEN ExCo is mindful that moving the level of commitment to racial justice in the whole Church of England *From Lament To Action* requires culture change on a comparable scale to that which the Church is still facing with respect to safeguarding.

If it Wasn't for God demonstrated that for GMH clergy it's clear that wellbeing is an issue of racial justice, but GMH clergy are getting on with it. Issues begin earlier than ordination - in vocation discernment, selection, and theological education when ordinands feel that they've been put into a system and are disorientated. Spiritual harm is caused by the focus on British culture and the lack of care for GMH ordinands. Good practice is ad-hoc: curacies are Russian roulette. Clergy who need diocesan support to sponsor residency in the UK are vulnerable and therefore have to conform to diocesan culture and “behave”.²

National Ministry Development statistics show that 95% of GMH people going through discernment were not born in the UK, and there is no pipeline of GMH candidates born in the UK. The recent Living Ministry research shows the degree of trauma is worse amongst UK-born GMH clergy than those not born in the UK.

Our assessment is that the “system” is currently too broke for a strategy of encouraging vocations with UK-born GMH members to provide consistently safe environments for development, and that the reconciliation needed between those impacted and the Church must start with truth telling.

Therefore, the shape of this Advocacy Programme builds on AMEN’s core strength in **relationships** and recognises that it is through broadening relationships that AMEN can be even more effective in **representing** minority ethnic Anglicans through advocacy/support, which will contribute to informal **resourcing** of the Church’s journey *From Lament To Action* as we exercise our **reforming** voice.

¹ Archbishops’ Commission on Racial Justice, *Second Biannual Report of The Archbishops’ Commission on Racial Justice: Winter 2022 -2023*, (The Church of England, 2022), p.6.

² Selina Stone, *If it Wasn't for God: A Report on the Wellbeing of Global Majority Heritage Clergy in the Church of England*, (London: The Archbishops’ Council, 2022).

11. Ensuring their own spiritual and personal development continues, including undertaking an annual retreat and training as may be advisable for the role.

Person Specification

| Criteria | Essential | Desirable |
|--------------------------------|---|--|
| Knowledge | <ul style="list-style-type: none"> Understanding and knowledge of the systemic racial injustice affecting lay and ordained members within the Church of England. Up to date knowledge of issues around equal opportunities, data protection, health & safety, and safeguarding. | <ul style="list-style-type: none"> Awareness of the structures of the Church of England. Awareness of the Church of England's complicitness in racial injustice. Awareness of the Church of England's journey <i>From Lament to Action</i>. |
| Skills | <ul style="list-style-type: none"> Ability to research, analyse and evaluate information. Ability to document information in a clear and precise manner and in compliance with data protection and confidentiality requirements. Ability to organise one's own workload, plan and set goals. Excellent interpersonal skills including communication, influencing and negotiation. Openness to support and feedback. Ability to use home office and online meeting software. | <ul style="list-style-type: none"> Collaborating on issues of racial justice with other churches and organisations. Demonstrated ability to establish effective working relationships with stakeholders. Ability to use contact or case management systems. |
| Experience | <ul style="list-style-type: none"> Ministry experience in lay or ordained roles in multicultural communities. Listening to others in a pastoral context. | <ul style="list-style-type: none"> Advocating for others. |
| Personal Attributes | <ul style="list-style-type: none"> Practising Christian who supports the faith context of the Church of England – this is an occupational requirement under the Equality Act 2010 due to postholder sharing the Christian faith through advocacy Passion and commitment for racial unity and justice in the Kingdom of God Work on self-initiative when required | <ul style="list-style-type: none"> Communicant member of the Church of England |
| Qualifications/Training | <ul style="list-style-type: none"> Undergraduate qualification in theology, ministry, and mission Committed to own continuous development | <ul style="list-style-type: none"> Masters degree in theology, ministry, and mission or other relevant subject |
| Availability | <ul style="list-style-type: none"> Normal working week Some evenings and weekends Ability to work from home | |

Terms and Conditions

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|------------------------|--|
| Job Title | Advocacy Programme Officer |
| Reporting to | AMEN Vice Chair |
| Supported by | AMEN ExCo Members |
| Employment Type | Full time, fixed term contract (three years with potential for five years) of which the first three years are supported by Church of England Racial Justice Funding, with a succession plan for the programme to be developed during the period of the grant, and the further period subject to availability of funding. |
| Hours of work | 5 days per week (35 hours) including some evenings and weekends. |
| Location | Working from home with occasional in-person meetings and conferences in other locations. Budget available for office equipment, additional household expenses, and travel. |
| Salary | £36,000 - £40,000 |
| Pension | 8% employer contribution, 3% employee contribution |
| Annual Leave | 28 days per year |

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Job Description for Membership & Network Administrator and Events Co-ordinator

Purpose

This is a role for someone with a passion for racial justice, administration, and communication to help the AMEN Executive Committee (ExCo) improve the co-ordination of the AMEN network through supporting the operation of AMEN and its Advocacy Programme, and organising open events on issues of racial justice in conjunction with the Church of England and other ethnocultural networks.

AMEN's areas of strategic priority are:

- **Relationships** through networking, links, socials, and retreats
- **Representing** through national seats/roles, advocacy/support, diocesan roles
- **Resourcing** through informing, training, education, mentoring, advisory hub, think tanks, statements
- **Reforming** through being a prophetic voice and having seats 'at the table'

With the support of Church of England Racial Justice Funding, AMEN is initiating an Advocacy Programme to provide advocacy and pastoral care to minority ethnic members of the Church of England through leveraging the capability of AMEN "to build relationships, represent issues, respond, and create frameworks for reforming the Church".¹ Advocacy is a core gift of AMEN to the Church.

Main Responsibilities

1. Organising open events in Northern and Southern England on issues of racial justice each year in conjunction with the Racial Justice Directorate, CMEAC², National Ministry Development Team, UKME Ordinands and Curates, and the Gypsy, Roma, and Traveller Community.
 - a. Being the lead contact for agreed events
 - b. Liaising with participants, venues, speakers to ensure the smooth running of events
 - c. Preparing and distributing flyers for events
 - d. Using Eventbrite to co-ordinate bookings and promote events
 - e. Facilitating the management of events where appropriate
2. Supporting the AMEN Chair in producing and distributing regular email newsletters for the members of the AMEN network.
3. Supporting the AMEN Communications Officer in drafting and posting content for the website and social media channels.
4. Growing the network through raising the profile of AMEN, being proactive in contacting minority ethnic members of the Church of England to share the vision and aims of AMEN and encouraging them to join the network.

¹ Archbishops' Commission on Racial Justice, *Second Biannual Report of The Archbishops' Commission on Racial Justice: Winter 2022 -2023*, (The Church of England, 2022), p.6.

² The Committee for Minority Ethnic Concerns (CMEAC) is a committee of the Archbishops' Council.

5. Managing the membership database, adding new members, maintaining current contact details for existing members, and marking records of any members who have left.
6. Providing IT Support for the operation of the AMEN network and its Advocacy Programme, particularly to:
 - a. Identify requirements and evaluate options for software packages to provide a contact database for the membership of the AMEN network and individuals in contact with the Advocacy Programme, in liaison with AMEN Officers and the Advocacy Programme Officer.
 - b. Implement and manage a contact database in line with relevant data protection regulations.
 - c. Manage licenses for office software, online meetings, domain registration, website hosting and publishing, email newsletter distribution, and the contact database if appropriate.
7. Providing other administrative support to AMEN Officers and the Advocacy Programme Officer as agreed with your line manager.

Person Specification

| Criteria | Essential | Desirable |
|--------------------------------|---|--|
| Knowledge | <ul style="list-style-type: none"> • Up to date knowledge of issues around equal opportunities, data protection, health & safety, and safeguarding. | <ul style="list-style-type: none"> • Awareness of the structures of the Church of England. • Awareness of the Church of England's complicitness in racial injustice. |
| Skills | <ul style="list-style-type: none"> • Ability to organise one's own workload, plan and set goals. • Excellent interpersonal skills including communication, influencing and negotiation. • Openness to support and feedback. • Ability to design attractive publicity. | <ul style="list-style-type: none"> • Demonstrated ability to establish effective working relationships with stakeholders. |
| Experience | <ul style="list-style-type: none"> • Organising meetings and events. • Using home office and online meeting software. • Creating and posting content to websites and social media. • Using contact or case management systems. | <ul style="list-style-type: none"> • Organising conferences. • Working in a voluntary sector context • Managing a website using WordPress • Selecting software tools |
| Personal Attributes | <ul style="list-style-type: none"> • An understanding of, and sympathy with, the faith context of the Church of England. • Passion and commitment for racial unity and justice. • Work on self-initiative when required. | <ul style="list-style-type: none"> • Communicant member of the Church of England |
| Qualifications/Training | <ul style="list-style-type: none"> • 5 GCSE (or equivalent) passes at minimum Grade 5 including English and Maths • Committed to own continuous development. | <ul style="list-style-type: none"> • 2 A level passes |
| Availability | <ul style="list-style-type: none"> • Normal working week • Some evenings and weekends • Ability to work from home | |

Terms and Conditions

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|------------------------|--|
| Job Title | Administrator |
| Reporting to | AMEN Vice Chair |
| Supported by | AMEN Chair, Secretary, Treasurer, and Communications Officer |
| Employment Type | Half time, fixed term contract (three years with potential for five years) of which the first three years are supported by Church of England Racial Justice Funding, with a succession plan for the programme to be developed during the period of the grant, and the further period subject to availability of funding. |
| Hours of work | 2.5 days per week (17.5 hours) including some evenings and weekends. |
| Location | Working from home with occasional in-person meetings and conferences in other locations. Budget available for office equipment, additional household expenses, and travel. |
| Salary | £25,000 - £29,000 |
| Pension | 8% employer contribution, 3% employee contribution |
| Annual Leave | 14 days per year |

AMEN Strategic Plan and Proposal for Implementation Support

Holding AMEN's workstreams of vocations, advocacy, theological reflection, networking, campaigning, senior leadership, collaboration, accountability, and analysis; in tandem with the strategic areas of actions: raising understanding, building relationships, representing, responding, and reforming, AMEN's strategy can be grouped in four main categories (summarised as 4Rs) with both centripetal (inwardly facing) and centrifugal (outwardly facing) actions:

1. Relationships:

Networking is at the centre of AMEN's identity, approach, and action.

The different memberships of AMEN have been organised as follows: (ME and non-ME in CofE and Europe).

- AMEN membership through registration and paid annual subscription
- Other forms of participation:
 - Affiliates: affiliated organisations and their members
 - Associates: non-ME persons
 - Sponsors or Champions: Archbishops/Bishops

In addition to these memberships, AMEN establishes and maintains relationships with different institutions of the CofE such as MEAC, various Commissions including the Racial Justice Commission, and networks including UKME Curates and Ordinands, Teahouse, TEIs, and others.

2. Representing:

The membership active and meaningful participation in all spheres of the life of the church:

Advocacy

- Members of AMEN participate in leadership and key roles, commissions, forums, academic study and research, within their diocese, provinces and nationally.
- Encouraging UKME/GM vocation
- Members of AMEN are on the CofE Mentor Directory
- AMEN offers an Advice and Support Hub to assist members facing institutional injustice
- Prophetic voice and 'Seats at the Table'

3. Resourcing:

Informing, training, educating, mentoring,

Education; Seminars; Signposting; publications

Advisory Hub; Think Tank; Statements in response to national announcements

Theological Reflection

4. Reforming:

All the above (building and sustaining strategic relationships, training AMEN's members as well as the wider Church, participating in key roles) contribute to the changes promoted by AMEN

AMEN is pleased to acknowledge that it has been established as a trusted and well-regarded network for ME/GMH laity and clergy, as well as being an independent voice taken seriously by all Houses of the Church of England. In this respect, AMEN has reached a point in strategic progress that would be hindered if it continues without additional support.

IMPLEMENTATION OF STRATEGY – the implementation of this strategy is stalled by the fact that AMEN’s executive committee’s effectiveness is substantially limited by the executive members’ capacity to attend to AMEN’s strategy due to their ministerial and professional commitments e.g., full-time stipendiary and academic posts. It is therefore strategic to create the role of coordinator and obtain administrative support, to make appointments to these roles, to enable the effective implementation of this strategy.

Proposed Action Plan

| Action | Responsibility | Timescale | Review/Indicators |
|--|---|---------------------------------|---|
| 1. Relationships | | | |
| <ul style="list-style-type: none"> Regular communication with AMEN members, affiliates and associates (Chairperson, Exec Committee); Social media active presence; Local, Regional & National Networking/Conferences Events AGM | Communications Lead (<i>tasks to be transferred to the Coordinator with Administrative support</i>) | Seasonally; 6-monthly; Annually | Membership statistics Website and Social Media Analytics Members and Associates’ feedback |
| 2. Representing | | | |
| <ul style="list-style-type: none"> Compiling a Repertoire of current roles occupied by AMEN members Wider communication about opportunities for local and national roles AMEN members encouraged to participate in more roles Further Mentor Directory participation Signposting to support agencies | Exec Committee <i>with Administrative Support</i> | As needs arise; Yearly | Increased numerical and qualitative participation |
| 3. Resourcing | | | |
| <ul style="list-style-type: none"> Two annual seminars Production of Church Resources such as Lent, Christmas and Black History Month, courses and liturgies | Exec Committee particularly those in Education <i>with the Coordinator and Administrative support</i> | Yearly; Termly | Seminar delivery Seminar participation Wide use of resources by members and dioceses |
| 4. Reforming | | | |
| <ul style="list-style-type: none"> Review of progress (or not) on key areas of activity Responding to reviews Aligning AMEN’s strategy to changing priorities | Exec Committee | Biennially | <i>To be proposed and approved</i> |