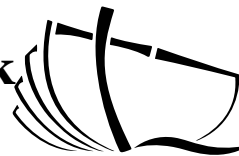


# New Parish Project Officer Ormskirk

## Role Description and Person Specification



Diocese of  
Liverpool

### Overview:

**Salary scale:** £30,000 pa FTE (£24,000 pa based on 28 hours per week)

**Hours:** 28 hours per week

Flexible hours, with some fixed meeting points including some evening/weekend work

**Accountable to:** Fit for Mission Change Leader Ormskirk for day to day activities. To the Ormskirk Change Facilitator for line management/HR matters.

**Start date:** Jan 2025

**Fixed term:** 18 months fixed term contract

**Holidays:** 20 days holiday per year + pro rata bank holidays + 3 additional days at Christmas

Employee Assistance Programme giving you 24-hour access to support for your health and wellbeing  
Pension (contribution only by employer) + travel expenses  
Free on-site parking at St James House, secure bike storage and easy access to public transport  
The successful candidate will require their own transport with expensed travel to off-site meetings.

**Location:** Home, Ormskirk Deanery and St James' House L1 7BY. For travel expenses it is assumed that the place of work is St James house.

### Can you help us find new ways for the local church to flourish?

In the Diocese of Liverpool, we are working to be Fit for Mission, fit for the future. We successfully secured funding from the Church Commissioners and are two years into an exciting six-year step change programme. This challenging programme involves meaningful change, changing culture, bringing diversity, growing leaders and rationalising admin.

We need you and your project management and administration skills to make this happen successfully.

So, if you think you can help support the creation of the conditions for the church to grow into a sustainable future, this is the exciting role for you.

### Purpose of the role:

The aim of this role is to support and enable the delivery of a programme of missional transformation in Ormskirk deanery.

### Context:

We are excited to be part of a new project in the Ormskirk area which seeks to bring together several Church of England parishes on many aspects of church life, change the way we organise ourselves at parish level, facilitate greater collaboration between congregations and streamline governance structures. The aim is to be more effective in providing more opportunities for people in the deanery to experience church and faith and for the church to serve the needs of the local community. This change project is called Fit for Mission (FfM).

**Job Summary:**

In this exciting 18 month role, you will provide efficient project management and administration support to the Ormskirk Fit for Mission Change Lead, Change Facilitator, and Navigation Team who co-ordinate this local project. Excelling at implementing change decisions and actively supporting the delivery of Fit for Mission you will play a key part in ensuring the project delivers to an agreed timeline. You will enact and oversee the delivery of the decisions of the Navigation Team to ensure the success of Fit for Mission. To do this you will create new systems and champion clear communication, you will be responsible for the collection, development and handling of data, as well as overseeing the co-ordination of events and meetings. Familiar with traditional and modern communication strategies, you are a confident, flexible and professional project manager and administrator with an eye for detail.

**Key responsibilities include:**

Providing effective Project Management and administrative support to the Change Lead, Change Facilitator and the Navigation team, you will be integral to the successful programme delivery. Some tasks included in your role are:

- Project management of the Ormskirk Fit for Mission pathway, implementing the decisions of the Navigation Team.
- Tracking and monitoring the progress of the Ormskirk Fit for Mission programme.
- Developing and implementing effective systems to ensure the timely delivery of Fit for Mission including problem solving to enable the delivery of Fit for Mission.
- Ensure change teams and ministry portfolio teams meet regularly and that their leads regularly attend the navigation team for progress and coordination purposes.
- Communicating to church leaders, PCCs, change teams and church members in relation to Fit for Mission; this includes a new website and social media pages, events and meetings
- Scheduling meetings & producing agendas and minutes with a quick turn-around; creating and collating the required documentation
- Helping to establish the future Support Services function
- Liaising with a range of Change Team leads to feedback and keep the project on track
- Preparing documents and reports, proof reading and editing documents written by others
- Collecting and inputting measurement data and maintaining spreadsheets.
- Liaising with Finance, HR and other departments
- Initiating and maintaining a digital filing system (SharePoint)
- Managing data in compliance with GDPR
- Other tasks that are required to supporting the navigation team lead, portfolio leads, and change facilitator to achieve a successful and timely transition

There will be a requirement to occasionally attend meetings in other locations of the Diocese.

**What we can offer you:**

- A varied role with support to learn and to put your broad range of communication skills in to practice
- You will be a part of a fun and friendly team with a shared sense of purpose
- A supportive culture that values work-life balance including flexible working around core hours in a 35-hour week
- Employee discount in Cathedral shop and bistro

**Equality, Diversity and Inclusion**

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual

orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

### **About the Diocese of Liverpool**

The Diocese of Liverpool is the Church of England in a corner of the North West with churches from Southport to Widnes; Wigan to Warrington and throughout the city of Liverpool all working their hardest to fulfil our vision of asking God for a bigger church making a bigger difference with more people knowing Jesus and more justice in the world.

As we work towards that vision we have four priorities:

1. Introducing people to Jesus
2. Deepening discipleship
3. Developing Christian leaders
4. Working for justice

Earth Justice is an identified priority, being high on the priorities of young people, as well as a mandate set out by national synod. The Diocese of Liverpool has a strategy that sets out how we propose to meet our carbon net zero targets by 2030. This reinforces our objective to be a sustainable flourishing church equipped for the future.

### **About Fit for Mission**

The Diocese of Liverpool is on a transformation journey called Fit for Mission, a six-year strategic programme to support our vision of asking God for a bigger church to make a bigger difference. The goal of Fit for Mission is to enable all parishes, church plants, fresh expressions, schools and chaplaincies to fulfil God's mission and to make new disciples where they are.

The Fit for Mission programme will provide focus and support to work together to face the significant issues that hold back mission and growth.

Fit for Mission will support each deanery in the Diocese of Liverpool to create their own future. There are six elements to this, and for each of them the programme will make available help and specialist resource.

1. A focus on developing our discipleship culture through training and support, including delivering 'Cultivate', a successful Local Missional Leadership programme. Resulting in hundreds of newly planted worship communities and justice initiatives.
2. Creating core support-services in deaneries to support and resource your mission
3. Creating missional leadership teams of lay and ordained people over larger areas with responsibility for specific mission and worship communities.
4. Developing agreed mutual support and accountability structures for all leaders.
5. Work towards each deanery having one or two Larger Parishes. Fewer parishes, but more worshipping communities and more justice initiatives. Less bureaucracy, more mission. With a local strategic approach, more diversity of worship will be possible.
6. Making sure buildings are fit for purpose, with buildings expertise available to assist in making good decisions on use, investment, or closure.

For more information on Fit for Mission go to [www.liverpool.cofe.org/fitformission](http://www.liverpool.cofe.org/fitformission)

### **Person Specification**

<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Experience</b>	

Competent Project Officer with change experience.	Project Management qualifications.
Evidence of ability to find creative solutions to problems and challenges.	A member of the Church of England with a knowledge of the structures and organisation within it.
Ability to take prioritise tasks and take responsibility to they are completed. Able to and manage own performance.	Experience of working in a Church context.
Ability to build good relationships and maintain them while being persistent to ensure that the work gets done.	Understanding of a variety of worshipping traditions
A proven problem solver with resilience and flexibility.	Experience in the voluntary sector.
A good and effective communicator	
Administrative experience in an office or church setting (paid or voluntary).	
Willing to attend evening and weekend meetings as necessary, with notice.	
Working alongside and communicating with a variety of stakeholders.	
Access to own transport.	
<b>Knowledge &amp; Skills</b>	
Good project management skills to order and prioritise workload effectively, communicating to key stakeholders	Working knowledge of website content
Excellent personal organisation and administration skills	Knowledge of financial processes and procedures
Excellent verbal and written communication skills	
High level of IT proficiency using Microsoft Office, Excel, PowerPoint, Word, MS forms, SharePoint	
Highly effective communication strategies including social media and written updates	
Events co-ordination and bookings	
Minute taking and writing up of meeting notes	
<b>Personal Qualities</b>	
Likes to connect with people over the phone and in person, not just email.	
Person of integrity who can keep absolute confidentiality	
Ability to take responsibility to ensure tasks are completed	
Good with detail, able to suggest suitable processes and a completer/finisher	
Ability to build good relationships with a variety of people and maintain them	

To have an understanding of, and be in sympathy with the aims of the Church of England	
<b>Qualifications</b>	
A-level / BTEC qualifications which demonstrate ability in English and Maths.	Degree level qualification.
	NVQ Business Administration level 2 or equivalent

**The post holder must be in sympathy with the aims and ethos of the Church of England.  
The post holder must also fully support the Values of the Diocese of Liverpool.**

Candidates must demonstrate that they have the right to work in the UK.