



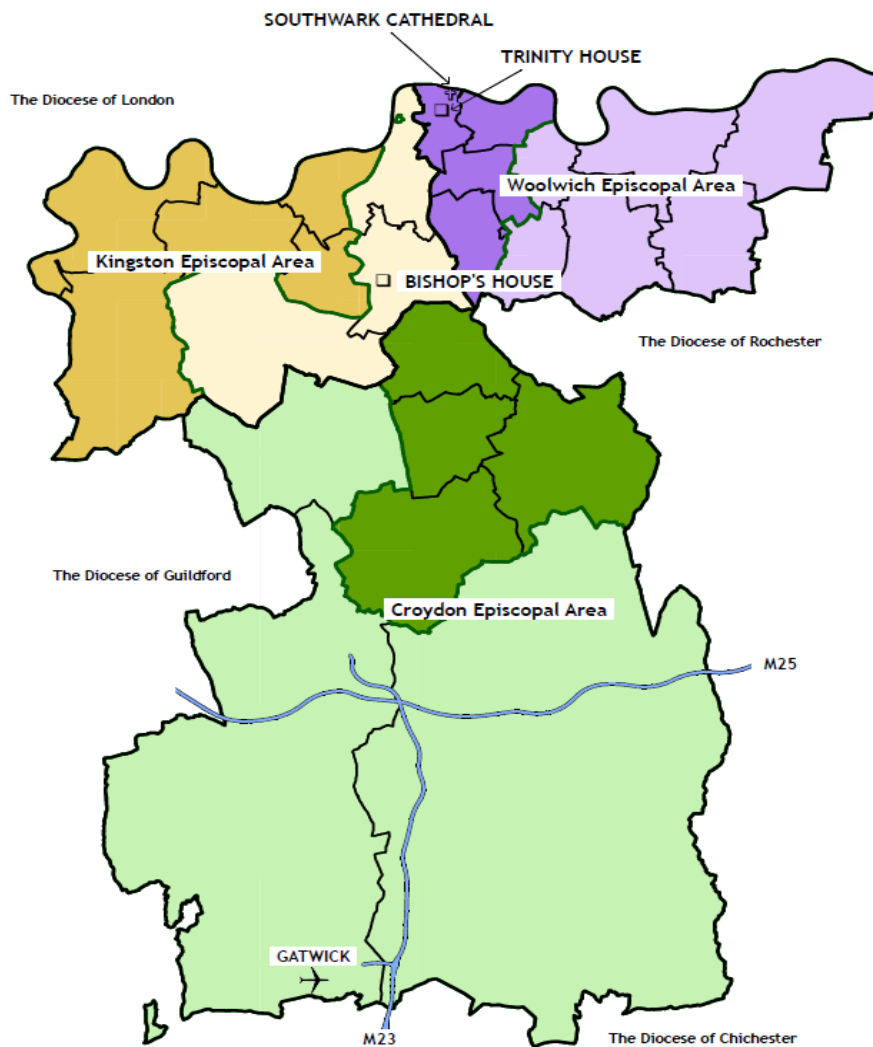
**The Diocese of
Southwark**

Development worker [Social Action]

Job Information Pack

Closing date: 20/10/2024

Interview date: tbc



**Christ
Centred
Outward
Focused**

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title:	Development Officer [Social Action]
Hours of work:	35 hours per week, Monday to Friday, 9am - 5pm
Salary:	£38, 000
Location:	Trinity House, Borough High Street, SE1 1HW
Reporting To:	Head of Justice, Peace, Integrity and Creation department (JPIC)
Job Purpose:	<p>To encourage the development of local churches' Christian response to poverty across the whole of the diocese. To support parishes in their response to homelessness and working with refugees.</p> <p>To identify and link with existing community groups working on poverty, deprivation, homelessness and refugees (referred to herein as Social Issues).</p> <p>To help parishes to work together and with local community groups to encourage collaboration and partnership. To support a holistic view of the five marks of mission with an emphasis on the third and fourth marks</p>
Key relationships:	<p>The Development Officer (Social Action) will be part of the Justice, Peace, Integrity and Creation department (JPIC) team and will communicate with:</p> <ul style="list-style-type: none">• The Wider Mission Department, and closely with the Dean of Estates Ministry• Area Bishops and Archdeacons• Parishes- Vicars, Community Outreach Teams Church staff/ volunteers• Local Councils• Church Urban Fund• Southwark Diocesan Board of Education and Southwark Cathedral• Diocese of London and other Dioceses <p>External agencies such as: Housing Justice, Robes and Glass Door, Refugee support organisations and local day centres.</p>

Background: The Diocese of Southwark is committed to the Anglican Communion's Five Marks of Mission which shape all we do in a holistic way.

This includes the 3rd and 4th Marks of Mission, the 3rd-To respond to human need by loving service.

4th Mark-To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation.

This role seeks to equip and empower the Diocese of Southwark to respond in loving service as well as to transform unjust systems such as poverty. Our parishes are key in supporting their parishes and as a Diocese we continue to work in service to those gripped by issues of material and social poverty, homelessness as well as those who are Refugees and Asylum Seekers.

The Justice, Peace and Integrity of Creation Team (JPIC) works to support and encourage Southwark Diocese's commitment to the third, fourth and fifth marks of Mission.

Main responsibilities and duties

Development of strategy and work plan

- In consultation with the Head of JPIC, develop a work plan for engaging with existing parish social action projects/initiatives and provide support where required for the launching of new projects/initiatives.
- Support through sharing guidance and signposting and encouragement parishes on their social action journey.
- Be a source of advice and support for parishes which are addressing Social Issues in the Diocese of Southwark.
- Keeping up to date with the work of national local and national organisations and charities that work within these spaces, as well as government policies and initiatives, and communicating these effectively to support parishes working on social justice.
- To signpost churches and Diocesan staff to organisations, opportunities and initiatives that will support the work being done in the parishes to address social justice issues, support social action and enable engagement in their community.
- To support theological reflection in our Christian response to loving service.
- To engage parishes and Deaneries effectively on issues poverty, homelessness and work with refugees and asylum seekers, including written communications, website updates, delivering talks and organising events

Extend existing work around poverty, homelessness, working with Refugees and responses of church and community

- To be an informed and knowledgeable advocate and champion for issues of social justice across the Diocese specifically in relation to poverty, homelessness and Refugee and Asylum Seekers.
- Build on existing work among churches around Social Issues highlighting the effective and distinctive contribution of church related activity, and encouraging churches to work together ecumenically.
- Raise the profile of the Mission Department, the Diocese, and our networks through effective communication.
- Encourage community action and response from parishes, facilitating networks of people addressing similar needs, promoting models of good practice, encouraging ecumenical working and facilitating training events.

**Christ
Centred
Outward
Focused**

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

- To source, create and share resources and signposting documents and write blogs to raise awareness and provide support.
- Deliver and facilitate regular webinars for lay and clergy in the Diocese.
- Engage with parishes running winter night shelters and provide awareness and signposting for new churches who wish to do join the initiatives.
- To visit parishes and meet with incumbents and provide support and follow up as necessary in relation to their social action.
- Amplify the good work being done in through the churches and create opportunities to share best practice.
- To take on the formal role of Development Officer for Social Action, representing the Diocese in local and national groups, attending meetings and conferences and feeding back effectively to the Diocese and Head of JPIC.
- Maintaining a record of Southwark churches' community engagement and social action engagement & where appropriate working with the Missions Team Comms Lead as well as Diocesan Comms team to publicise these activities within the Diocese.
- Provide information and reports as needed to the Bishop's Staff Team about the work of churches to address issues of social justice
- To be aware of changing issues in social justice, e.g. cost of living and provision of warm spaces, and be ready and able to provide advice and support to parishes seeking to develop new provisions and initiatives, as well as raising awareness through effective use of communication channels.
- To support the identification of and linking to grants and other funding opportunities for parishes in relation to their engagement with the issues that pertain to the role including poverty in all its forms.

Extend and establish effective network and collaboration

- The co- delivery with the Diocese of London of the annual homelessness conference for those serving in this space.
- Be a regional coordinator for the Places of Welcome initiative led by the Church Urban Fund (CUF).
- Develop contacts with other agencies addressing poverty and other Social Issues, including public sector bodies, credit unions, local authorities, and voluntary sector groups, to explore the scope for collaboration.
- Encourage parishes to work together and with local community organisations on poverty and other related Social Issues
- Be a convenor to bring together churches working with Refugee and Asylum Seekers.
- Support parishes in developing specific projects, and identifying possible sources of funding
- Organise study and networking days and events for both clergy and laity as well as deliver social action surgeries
- To support and contribute to the work of JPIC Team and Mission Department.

Maintain relationship with Church Urban Fund

- Work closely with CUF, as the main focus for the Church of England's activity on poverty issues across the country
- Keep in touch with the work of CUF, both nationally and in other parts of the country (the "Together" network).

Other

- Attend supervision meetings with line manager as appropriate
- Provide regular written reports on progress and outcomes achieved.
- Build links, share information and best practice with those in similar roles in other Dioceses.

**Christ
Centred**
**Outward
Focused**

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Environment Policy

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Essential	Desirable
Experience and qualifications	
Relevant knowledge and experience, in the social issues of poverty, homelessness and other related issues.	Experience of commissioning/contracting with statutory services
Relevant knowledge and experience in relation to the following: e.g. community work, work with church-based groups, leading a project, and work with the voluntary sector - particularly with organisations engaged with vulnerable and disadvantaged groups	Knowledge of the social teaching of the church on poverty and the historical contribution of churches to tackling poverty
Knowledge and experience of fundraising and making grant applications	Proven track record of delivering a project
Knowledge and experience of developing business and action plans	Familiarity with the Church of England and the way parishes work.
Experienced in delivering training courses	Knowledge around refugees and asylum seekers
A readiness to understand, and adapt to, the Church of England's way of working, at all levels	
Empathy with the church's mission, particularly in enabling churches to become more engaged with their local community and to tackle poverty and homelessness	
Knowledge and understanding of the impact of both inner city and more rural poverty and deprivation in the Diocese of Southwark.	
Skills/Aptitudes	
Strong communication skills, used to working collaboratively with groups of people from a wide range of backgrounds and abilities	Entrepreneurial, negotiating and enabling skills
A self-starter - able to work flexibly, independently and with attention to detail	Database management skills
Ability to communicate a vision, enthuse people, help people to solve problems	
Good report writing skills	
Good presentation skills for a mixed range of audiences	
Standard IT skills (Excel, spreadsheets, PowerPoint etc)	

Character and personal qualities	
Personal commitment to the Christian faith - a living faith that informs your understanding of responding to poverty	
Self-motivated and enthusiastic	
Open, friendly and inclusive approach to working with people	
Commitment to anti-discriminatory practice in all aspects of work	
Aware and supportive of the needs of working across a broad spectrum of church traditions and Christian groups	

DIOCESE OF SOUTHWARK

Development Officer [Social Action]
Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary

The post has the salary range of £38,000 dependent on previous experience.

Probation

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

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

The Diocese of Southwark serves...



2.8 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 106 church schools
educating more than
37,000 young people

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:

P

Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.

M

Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.

G

Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.

Y

Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.

D

Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.

H

Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.