**Job description – Lifecall Development Officer**

**Title:** Lifecall Development Officer

**Salary scale:**

**Hours**:37.5

**Reports to:** Director of Vocations

**Location:** St James’ House office based. Hybrid working is available with a normal balance of 3 days in the office. Travel within the diocese and at times further is required with some evening and weekend work required.

Job Summary:

The Diocese of Liverpool is praying for more people to know Jesus and for those people to be on a discipleship journey that enables more people to be called in to the exciting and varied journeys that God has for them, so that there will continue to be more people being introduced to Jesus and more justice in our communities.

This is a new post, perfect for someone dedicated to helping the most diverse kinds of people find and develop their vocational pathway in to ministerial roles and a whole variety of church leadership, lay and ordained, voluntary and paid.

There are 3 elements to the role:

1. Storytelling to illuminate diverse stories of vocation and faith demonstrating God’s calling to all people as Christians and for specific roles at particular times and seasons.
2. Focussed work with deaneries, Larger Single Parishes and Single Parishes to understand local Christian leadership needs for the Church of the future and to develop specific strategies to enable these vocations to be nurtured and developed in discipleship contexts.
3. Ensuring policy, procedures and written material reflects the diverse needs to enable local creativity within safe and supported practice.

You will be passionate about:

* Meeting and talking with people; telling stories of real people to inspire others [www.lifecall.uk](http://www.lifecall.uk)
* Creating information, narratives and ways to engage to paint pictures of what different ministerial roles are about for the church and diocese of the future
* Working with leaders in parishes, particularly through Larger Single Parishes within the Fit For Mission strategy to plan for ministry and leadership needs, helping to create resources, events and supporting local leaders in nurturing local vocation to a whole range of roles.
* Writing strategic policies to ensure the range of roles needed for ministry in the church of the future are organisationally agreed, safely recruited, supported and developed.
* Collaborating closely with team members and a variety people to ensure developments and processes are joined up and well communicated, using the skills of others to the full.

This is an exciting time to join a creative vocations team with wide experience in running vocational exploration courses and events, discernment processes, website management, e-communication skills, strong relationships across the diocese and unbeatable passion for enabling all of God’s people to respond and grow in God’s call in their life.

We have been embarking on the beginning of significant change in the diocese through the Fit for Mission programme <https://liverpoolcofe.org/fitformission> and will be working with significant whole system change in to the future. We welcome applications from people who are excited about change and the potential for the vocation of all God’s people who are willing to come and get stuck in with what needs doing whilst being flexible for the needs of the role and vocations team in to the future.

**Diversity, Equity 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.

**Key responsibilities include the following broad areas with scope for creativity:**

* **Telling the stories of vocation** 
  + Taking the first development of our lifecall website [www.lifecall.uk](http://www.lifecall.uk) as a springboard to develop a communications strategy for lifecall roles and personal stories
  + Ensure wide diversity of stories to encourage diverse responses to vocational calling through a ‘someone like me’ strategy
  + Write required copy for information, web, social media, video
  + Work with the communications team and local parish leaders to develop a strategy and plan to develop social media as a primary vehicle for communicating vocational opportunities to a more diverse audience to those currently in the Church of England and beyond
  + Seek out inspirational new stories and approaches to vocational development to strengthen the lifecall brand which has been recently renewed
* **Collaborating with parish leaders** 
  + Working with Rectors and leaders of LSPs to use mission plans and future planning to identify types of ministry and leadership roles needed for the church of the future in that area
  + Tailor resources specifically for the context and/or create bespoke events, materials etc to support local leaders in nurturing and developing disciples who are vocationally enabled
  + Ensure policies and processes for commissioned and licenced roles are in place locally, providing support for developing recording systems
  + Speaking, on request in services, meetings and events in deaneries/LSPs, being a passionate advocate for all kinds of vocation and specific role in the Church of England and this diocese
* **Developing Strategy, Policy and Processes**
* Work closely with the vocations team, particularly the Vocations Officer and Vocations Training Administrator to review policies and procedures for all licenced and commissioned roles, making strategic proposals for the team to consider
* Reviewing and renewing all literature in relation to current and future roles and pathways to ensure engaging, relevant material, presented creatively with our new branding
* Working specifically to bring definition and clarity to each strand of role to alleviate confusion of roles and allow discernment to be specific
* In time, developing and maturing, in conjunction with a variety of colleagues an agreed structure for the creation and monitoring of vocational people plans in parishes

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role within the context of ongoing change across the diocese.

**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

The diocesan offices provide essential support services to our parishes with many specialist staff offering expert support to our frontline parishes. We have a reputation for being a creative organisation securing national church backing for a range of innovative projects.

We are a small, supportive team offering a flexible approach. We have adopted a hybrid model balancing office based with home-based working. We are serious about the work life balance with generous holiday allowances and access to an Employee Assistance Programme. Diocesan staff have a strong working relationship with Liverpool Cathedral and our offices sit in the shadow of this magnificent iconic building.

For more information visit our website [www.liverpool.anglican.org](http://www.liverpool.anglican.org)

**Liverpool Diocese Values**

Our values underpin the culture of working for the Diocese of Liverpool at St James House.

Our values are:

**Dynamic:** This means we are creative, open minded and willing to adapt for the good of the

organisation. We make things happen, embrace and drive change and do great things with enthusiasm, passion and enjoyment.

**Respectful:** This means we respect and value the contribution of all colleagues and treat each

other and those we serve with respect, courtesy and warmth. We try to respond

promptly and appropriately to requests from others

**Professional:** This meanswhat we do, we do well and perform to the best of our ability, ensuring

our knowledge is kept up to date. We demonstrate a ‘can-do’ attitude and take

ownership of issues, aiming to exceed expectations

**Collaborative:** This meanswe willingly share ideas, knowledge, expertise and experience and seek

to understand and work with other teams. We help, support and guide each other, believing we do it better together.

**Person Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Experience** |  |
| * Have proven and demonstrable experience of writing compelling copy for information and promotional material in a variety of formats | * Previous experience of working to tell stories of people’s lives and progression |
| * Experience and positive track record of working collaboratively – taking initiative, thinking creatively, consulting and checking regularly and using the experience and insight of colleagues | * Able to contribute in a team to strategic development and promotion of learning and development in line with diocesan policies. |
| * Experience of writing and implementing policy within guidelines, showing attention to detail and implementation. | * Experience of using Canva and Wordpress |
|  |  |
| **Knowledge & Skills** |  |
| * Proficient Microsoft Office skills. |  |
| * Demonstrated experience of excellent communication skills in speaking to groups, interacting with senior leaders and individuals and in written form including social media |  |
| * Good working knowledge of the Church of England, local parish ministry and vocational roles |  |
| * Excellent planning and organisation skills with an ability to handle diverse workloads and meet deadlines |  |
| **Personal Qualities** |  |
| * A person of deep Christian faith who wants to help others deepen their discipleship is they develop in Christian leadership. |  |
| * Self-motivated and the ability to motivate and inspire others. |  |
| * Resilient with an ability to work independently at times, with a deep commitment to team, consulting and collaboration. |  |
| * A person of integrity, able to manage confidential information securely. |  |
| * A demonstrable commitment to equality and promoting diversity |  |
| **Qualifications** |  |
| * Educated to degree level in a relevant subject | * Evidence of theological education or learning |
| **Work Related Circumstances** |  |
| * Be prepared to work outside normal office hours including evenings and weekends as necessary. |  |
| * Current driving licence with access to own transport. |  |
| * Willingness to travel within the Diocese of Liverpool and further afield when required and necessary. |  |

**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/Liverpool Cathedral.**