



Living Christ's Story

Heart for Hull Administrator

Fixed Term (3 years) 14 hours / week

Salary: £22,700 - £23,500 FTE (depending on experience) reduced pro rata

Location: Home with travel in and around the City of Kingston upon Hull

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life.

The Diocese of York takes in much of North and East Yorkshire, including the beautiful city of Hull. As a diocese we are a family of 579 churches and 125 schools across 21 deaneries encompassing 442 parishes. Of these, Hull Deanery is the largest – in fact, the largest in England and comparable in size to some entire dioceses.

The City of Kingston upon Hull has suffered from prolonged economic deprivation. Church attendance has fallen by 16% in the last ten years, with 0.8% of the population attending. It is also a place of deep cultural heritage and fresh creativity, which was seen particularly when Hull became the City of Culture in 2017.

The Deanery is full of contrasts. There are significant areas of deprivation with the multiple implications that this brings across the City. 36% (122,000) of the Deanery's population live in the 10% most deprived LSAOs with most of this population living in the Central and Eastern parts of the deanery. However, towards the west especially, there are areas of relative wealth and significantly many of these are within the East Riding and although in the Deanery, they are not actually part of the City.

Strategic Context

As a diocesan family, we are renewing our commitment to our vision and goals. We are putting fresh energy into Living Christ's Story, and delivering strategic programmes focused on our aims:

becoming more like Christ; *reaching* those we currently don't; *growing* churches of missionary disciples; and *transforming* our finances and structures.

To live Christ's story is to be part of God's mission of love in and for the world today and we need a flourishing and sustainable church of missionary disciples to make this happen.

The Christian faith was a story long before it became a statement. It is the story of God's love for us in Jesus Christ. It is a story that is continued in the life of God's church today. We, God's church in this part of Yorkshire and Humber, are called to live and share the story of Christ in all that we do, because we believe this is good news for all the world, for the communities we serve and for every person. We will do this by enabling every person to grow in their discipleship and for every church community to become a school for disciples. And in order to do this, and to reach out to those who do not yet know Christ, we need to ensure there is a sustainable and flourishing Christian presence in every community and ordained and lay ministers trained and available to serve the church and oversee this ministry.

The story of God's love for the world begins with the creation of the world and God choosing a people through whom God's love for everyone would be made known. That story reaches its climax in the life, death and resurrection of Jesus Christ. In Christ, God dwells with us. Jesus, the one who is close to the Father's heart, invites us to be close to his heart. Consequently, the Christian faith is best understood as a story and a relationship and a community, rather than a set of statements or even an organisation.

This story continues through the outpouring and indwelling of the Holy Spirit. It is the story we can read about in the Acts of the Apostles and in the lives of the Saints and the history of the Church from Pentecost right up till yesterday. Today, we continue to be called to live and share that story in the communities we serve. We are invited to write the next chapter in the Acts of the Apostles: the life of the church here in the Diocese of York.

For several years York Diocese has been establishing a deanery structure through which engagement and involvement in implementing strategy can be conducted. A great deal of work has recently taken place on development and implementation of Deanery Plans. The Deanery Plans form key building blocks of strategic missional growth within Living Christ's Story and have been developed with Deanery Leadership Teams and Diocesan leadership.

Hull Deanery Plan – Heart for Hull

As part of *Living Christ's Story* Hull Deanery has developed a plan aimed at contributing to the achievement of its vision and four strategic goals. Part of this plan is to explore, assess and engage with sources of additional resource to support city-wide strategic investment. This exploration takes place on the foundation of prior work which has created strategic programmes such as Mustard Seed and Multiply within the Diocese of York. Particular foci of Deanery-wide strategic work already identified include youth and young adult ministry; missional discipleship; church planting; directly addressing the Gospel hope in the context of poverty; supporting the unique challenges of our current parishes serving in vulnerable communities.

Once in a generation

Bishop Eleanor in a letter to the Deanery members said:

Finally, I do believe that today we have a once-in-a-generation opportunity to seek to be a tributary of God's grace and favour to this city in which we all serve. My deep prayer is that God will call out of us whatever God most desires, in order to bless the people in this city now and for the generations yet to come.

The Opportunity

The Deanery Leadership Team (DLT) will benefit from extra capacity to support all aspects of the Plan and external funding has been awarded to employ a Heart for Hull Enabler and an Administrator over a three year period. These roles will help the team to realise the vision and support churches throughout the Deanery to successfully deliver initiatives that fit within the themes above.

Job Description

The purpose of this role is to work alongside the Heart of Hull Enabler, supporting both them and the Hull Deanery Leadership Team to plan, design, execute and monitor the citywide strategy. The Administrator will help with the communication, administration, event organisation, building of team and relationships throughout the Deanery.

- Support the Heart for Hull Enabler and the Deanery Leadership Team as they seek to develop each of the six themes

- Help organise the setup of events and workshops across the Deanery including identifying and booking appropriate venues with presentation facilities and provision of refreshments
- Develop a database of contacts for clergy and lay people in the Deanery parishes who have particular skills and expertise within one or more of the six themes
- Set up a database of contacts for key Stakeholders in the city of Hull, other supporting organisations including funders and Hull based churches from other denominations
- Support the Enabler with social media and online communications
- Provide diary management and communications support to the Enabler and Chair of DLT/HLT
- Support the Enabler in submitting funding applications

- Help the Enabler set up effective monitoring and evaluation processes for the Heart for Hull plan
- Help the Enabler and HLT with the production and circulation of reports for the Deanery, the Diocese, other Stakeholders and potential Funders
- Ensure adherence to Deanery, Diocesan and Church of England policies and processes
- Carry out other such duties as required by the Enabler and HLT from time to time
- Ability to work flexible hours would be helpful
- Occasional travel across the Deanery may be required

Key Relationships:

The Administrator reports to the Heart for Hull Enabler and will work closely with:

- The Bishop of Hull
- Hull Deanery Leadership Team
- Parishes within the Deanery
- The Archdeacon of the East Riding
- Members of the Diocesan Strategy & Transformation Team
- The Social Responsibility Officer for Hull and the East Riding

We are committed to equity, diversity, and inclusion and especially welcome applications from disabled candidates and those from UKME heritage as these groups are under-represented in our staff. We are committed to safeguarding and promoting the welfare of children, and an enhanced DBS check will be required.

Person Specification

	Essential	Desirable
Qualifications	A level education or equivalent work-related experience	
	English & Maths GCSE or Literacy and Numeracy at Level 2	
Skills	Good written communications skills including creating reports, emails and messaging	
	Good verbal skills including handling telephone calls, meeting and welcoming people face to face	
	Strong organisational skills	
	Ability to manage conflicting demands and prioritise tasks	
	Confident and flexible at working on their own, then with the Enabler and groups of people at an event	
	Able to plan own work and meet deadlines	
	Tact, discretion and respect for confidentiality	
Experience	2 years minimum experience in an administrative setting	Experience of working in the charity sector or in a church environment
	Experienced in IT packages such as Microsoft Office	Experience of working for a new or Pioneering team
		Knowledge of Microsoft Access or another Database package
		Knowledge of Fundraising
Personal	Able to travel	Understanding of the structure of the Church of England and issues facing it
		Empathy with the Christian faith and willing to work within a Church of England context in support of its mission and ministry
		Full clean driving licence

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Heart for Hull Enabler
Probationary Period	Appointments are subject to a 6-month probationary period
Location	This is a home-based role with travel in and around the City of Kingston upon Hull
Hours	The post is 0.4FTE / 14 hours per week. Our normal working hours are 9am to 5pm, Monday to Friday.
Salary	An appointment will be made at Grade 8. Starting salary will be £22,700 - £23,500 FTE depending on experience and reduced pro rata.
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount.
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks (adjusted pro-rata) annual leave in any year.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated at 45p per mile for the first 10,000 miles.
<i>Non-contractual Benefits</i>	
Employee Benefits	Non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.

Only fully completed applications through Pathways will be accepted; applicants must have the right to work in the UK.

Deadline for applications: **Wednesday, 18 September at 12noon**

Interviews: **Thursday, 26 September 2024 in Hull**