



**The Diocese of
Southwark**

Racial Justice Training and Resources Officer

Job Information Pack

Closing date: 14th July 2024

Interviews: 1st August 2024



Our Values

**Effective Stewardship of resources
Respect for all**

**Collaborative Team Working
Transparent Accountability**



The Diocese of
Southwark

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Dear Candidate,

I am delighted that you have expressed an interest in the role of Racial Justice Development Officer, and I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity to join our Diocesan staff team as we seek to live out our commitment to racial justice. We expect that this will provide an opportunity for someone who is passionate about racial justice, equality, and inclusion.

The Diocese of Southwark is the third largest Diocese, by population, in the Church of England, covering most of south London and East Surrey, and is also one of the most ethnically diverse dioceses in the United Kingdom. We recognise, celebrate, and embrace this diversity, committing to an integrated Diocesan approach to racial justice, as reflected in our Diocesan Vision, and prioritising and supporting healing and reconciliation in our communities.

In 2021 we launched the Diocese of Southwark's Anti Racism Charter (ARC): *Strategies for enhancing ethnic diversity and inclusion* which builds on earlier work in the Diocese and developed a subsequent 12-point plan to embed the ARC in real action.

We have worked hard to embed the ARC into our Diocesan vision and our management oversight structures and are now focusing even more intentionally on our recruitment, training and education challenges in our parishes and in the communities they serve.

This is an exciting opportunity for someone to make a real difference to the work and progress of the Diocese, and more widely the National Church, in advancing in the area of racial justice for all.

If this role excites you, we would very much like to hear from you.

Yours sincerely,

Wendy S. Robins

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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:	Racial Justice Training and Resources Officer
Hours of work:	35 hours per week, including some evenings and weekends
Salary:	Up to £40 - £42,000
Contract:	Three Year Fixed Term Contract
Funding:	Externally funded through a grant from the Church of England Racial Justice Unit
Location:	Trinity House, Borough High Street
Reporting To:	Director of Discipleship, Lay Ministry and Continuing Ministerial Education
Job Purpose:	To support the implementation of the Diocesan Strategy (Anti Racism Charter) through the establishment of a racial justice training pathway and the creation of racial justice resources that can be accessed and utilised across the Diocese by Diocesan staff, parishes, and schools.
Key relationships:	Bishop of Southwark Diocesan Secretary Bishop's Lead for Racial Justice Director of Discipleship, Lay Ministry and Continuing Ministerial Education Area Bishops Archdeacons Senior Leadership Team Area Racial Justice Groups and Parishes Communications Department Dean of Cultural Diversity Southwark Diocesan Board of Education

Main duties and responsibilities:

1. To work under the guidance of the Director of Discipleship, Lay Ministry and Continuing Ministerial Education and the Bishop's Lead for Social and Racial Justice, to create and commission racial justice resources and develop and expand our current training offering.

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2. Work with the Director of Discipleship and Lay Ministry and the Bishop's Lead for Social and Racial Justice to undertake a formal evaluation of our current Unconscious Bias training programme and implement the lessons learned.
3. Deliver racial justice training to parishes and Diocesan staff, particularly Unconscious Bias training.
4. Maintain the current Diocesan "Train the Trainers" approach and support the training of parish leaders and diocesan staff in becoming racial justice training trainers, particularly for Unconscious Bias.
5. Work collaboratively with Area Racial Justice Group Leads and parishes to identify training and resources needs.
6. Under the guidance of the Bishop's Lead for Racial Justice and the Director of Discipleship and Lay Ministry, research and identify new models to be incorporated into a training pathway including in the areas of theology, power, privilege and prejudice.
7. Liaise with other Dioceses and the National Church to learn from and seek best practice for racial justice training content and delivery.
8. Work with other members of the department to establish a coordinated training programme that offers both face-to-face training and eLearning.
9. Develop and maintain an evaluation process for training, including the development of impact indicators.
10. Review existing racial justice resources and work closely with colleagues, including the Communications department, to produce/commission the development of new resources that can be used both locally and nationally. Including practical racial justice toolkits, cultural occasional offices guide, liturgical resources and school-aged resources for young people and leaders.
11. Work closely with colleagues within the Diocesan office and in parishes, to ensure training and resources are accessible and utilised.
12. Be an advocate for Racial Justice within Diocesan structures, identifying and promoting best practice regarding racial justice, diversity, and inclusion.
13. Attend and support meetings regarding racial justice as required, particularly the Diocesan Racial Justice Committee meetings, Area Racial Justice Group meetings and those with the Southwark Diocesan Board of Education.

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 post holder, and you

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may be asked to perform any other duty as directed from time to time. The role will also require travel across the Diocese at times and will also require flexibility in working hours as there will be some evening and weekend meetings.

Health and Safety (include any specific requirements relevant to the job)

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

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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.

Experience and qualifications	
Demonstrable understanding of racial justice, anti-racism, equality, and inclusion and some of the challenges in these areas, particularly within a church context	A practising Christian with a good knowledge of the Bible to understand the theology of the place of racial justice in the church - <i>Desirable</i>
Demonstrable experience of developing and delivering training to groups	A good understanding of engaging with ministry and mission and inclusion issues at a parish level - <i>Desirable</i>
Demonstrable understanding of adult education and learning, including needs and challenges, particularly across a range of learners	Educated to degree level or equivalent - <i>Desirable</i>
Experience and demonstrable ability to work with a diverse range of stakeholders from different disciplines and with differing viewpoints	
A willingness to understand the structure, breadth and dynamics of the Church of England and Dioceses	
Experience of delivering training within the realm of Diversity, Equality and Inclusion	
Skills/Aptitudes	
Excellent relationship building skills and demonstrable ability to work in a team	
Excellent written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to churches and leadership teams	
Ability to deal sensitively and diplomatically with a range of people and comfortably explore racism and racial discrimination awareness issues with local church leaders	
Evidence of change management skills and the ability to build trust, promote good practice, deal with conflict and address any barriers or resistance to change and a proven ability to support organisational change	
Leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems	
Ability to think strategically and be pragmatic; comfortable moving easily between strategic context and detailed planning; able to operate in situations of ambiguity with resilience, passion and energy	
Strong project management skills - able to work effectively on a range of projects and manage ones own workload to tight deadlines with good knowledge of techniques for planning, monitoring and controlling projects including risk and issue management	
Excellent IT competency in MS Office	
Ability to work under pressure, to changing and simultaneous deadlines	
Ability to maintain a high level of confidentiality	
A completer-finisher with excellent attention to detail and a real passion for detail	
Character and personal qualities	
Sympathetic to the work of the Church and a desire to serve churches in Southwark Diocese with a passion for achieving anti-racism, equality, and inclusion	A pro-active attitude, but also able to work as a member of a team and to the plans of others
Understanding of and commitment to equality and diversity policy and practice	Dependable and can be relied on to uphold their responsibilities without having to be micromanaged
An ability to cope well with times of change and encourage others in the similar situations	Be able to work flexibly, to work evenings when required

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DIOCESE OF SOUTHWARK

Racial Justice Training and Resources Officer 35 hours per week, including some evenings and weekends **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 parishes, area offices in Kingston and Croydon from time to time.

Salary

The post has the salary of £40 - £42,000 inclusive of London Weighting, depending on 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.

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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.

About the Diocese of Southwark

You can find out more about the Diocese on our website.

Our History: <https://southwark.anglican.org/about-us/who-we-are/brief-history-of-the-diocese/>

Our Southwark Vision:

<https://southwark.anglican.org/about-us/who-we-are/southwark-vision/>

and our Anti-Racism Charter: <https://southwark.anglican.org/wp-content/uploads/2021/03/Southwark-Anti-Racism-Charter.pdf>



SOUTHWARK VISION

Christ Centred | Outward Focused

as we continue to walk together, discerning God's wisdom and guidance in our shared pilgrimage of faith. Keeping Christ as our centre and the focus of unity, we will continue to turn outwards – seeking to support, encourage, resource and learn from one another as we serve our parishes and God's world

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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 practise.
- 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.