



THE CHURCH
OF ENGLAND
Diocese of Manchester

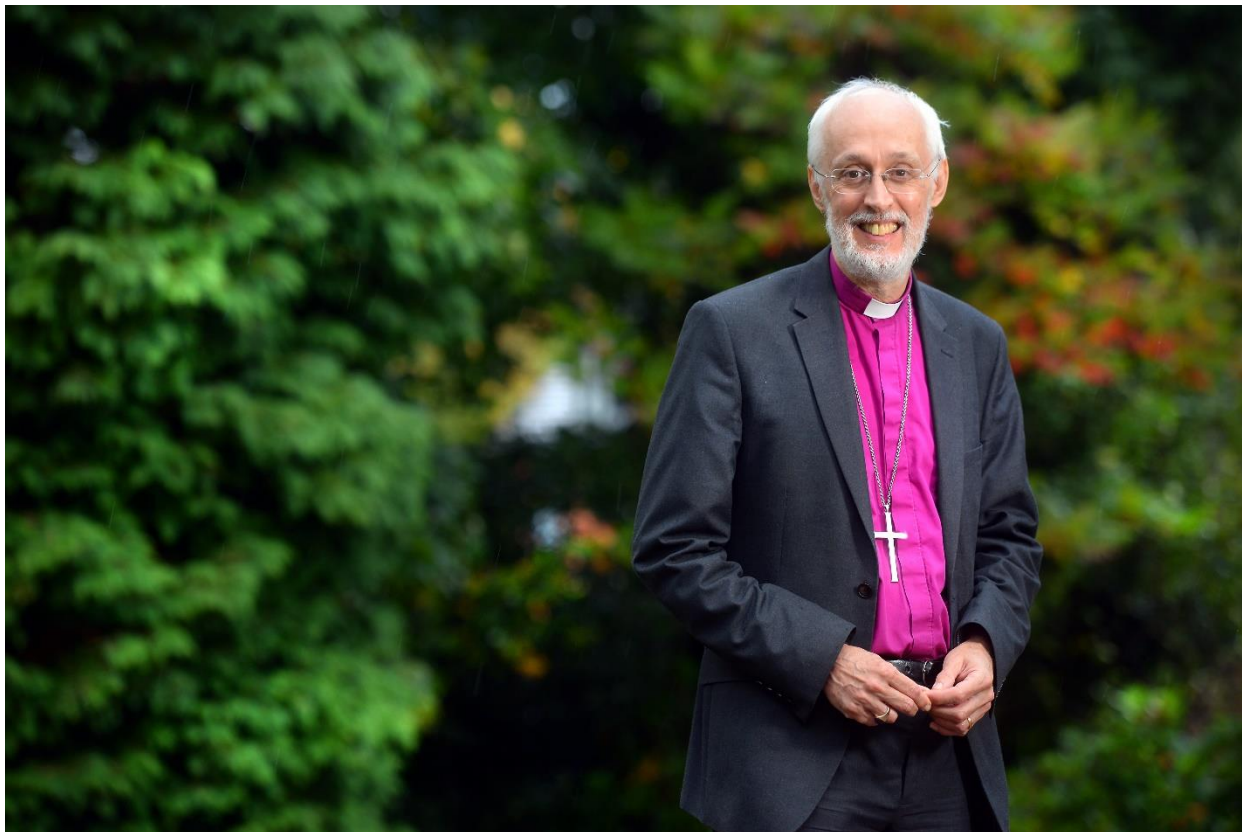
CHURCH
FOR A
DIFFERENT
WORLD

DIOCESE OF MANCHESTER
DEANERY
TRANSFORMATION
SUPPORT OFFICER
RECRUITMENT PACK

January 2022

GROWING, NURTURING, SERVING

A MESSAGE FROM BISHOP DAVID



Welcome and thank you for your interest in the new role of Deanery Transformation Support Officer for the Diocese of Manchester.

In spite of all the challenges of the pandemic, this is an exciting time for our diocese. Over the last few years, we've made significant progress in developing an inspiring vision - for there to be 'a worshipping, growing and transforming Christian presence at the heart of every community'.

This is underpinned by our 10-year strategy, which is focused on the three mission goals of Growing, Nurturing and Serving. We are clear about the outcomes we want to achieve by 2030. These include ambitious targets for increased church attendance particularly in our most deprived areas; greater opportunities for people to explore their faith; for our church leadership to reflect the diversity of our congregations; for all our churches and schools to be engaged in social action projects; and for us to be an environmentally sustainable church.

We are making good progress with implementing our strategy, as evidenced by our successful funding applications in both 2020 and 2021 for new resource churches and for our transformation programme.

As part of the transformation programme, we recently consulted on proposals to streamline our deanery structures – from 20 to 7 deaneries and recruited new full-time Area Deans for each of these deaneries, to enable us to focus on mission and growth by strengthening local leadership. As we move into 2022 we now want to build our capacity to develop and deliver these plans at parish, mission community and deanery level.

Appointing seven talented and energetic Deanery Transformation Support Officers will be key in building capacity to deliver the most missional opportunities across the diocese.

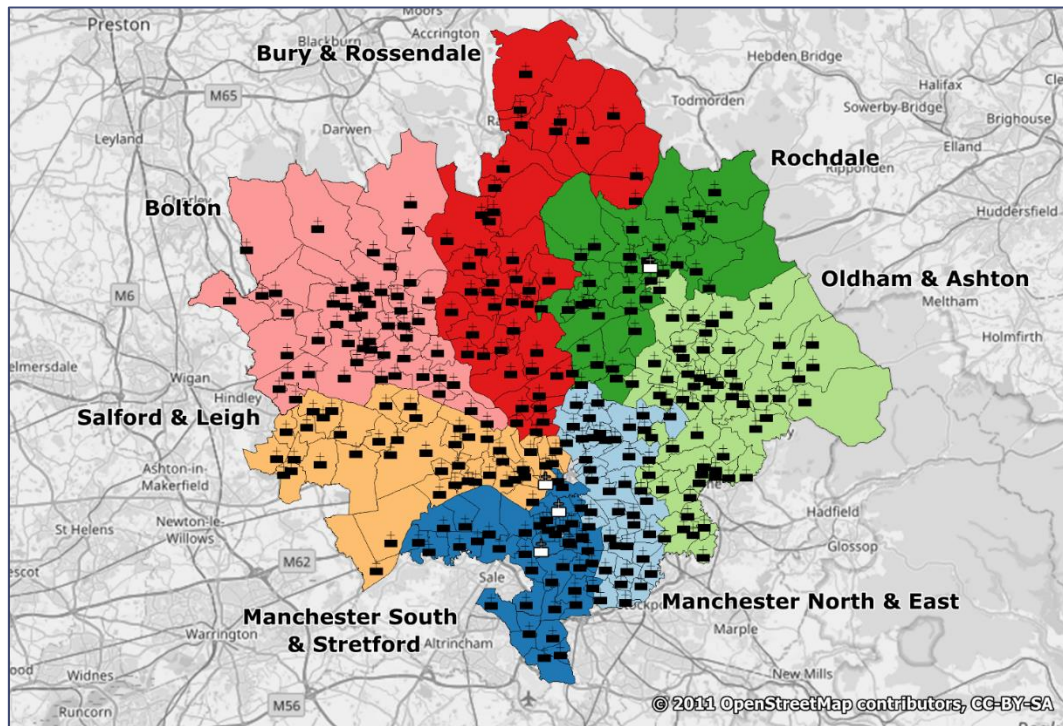
Working closely with our Area Deans, Lay Chairs, Mission Community Leaders and parishes, this new cohort of Deanery Transformation Support Officers will be instrumental in supporting the delivery of the diocese's transformation programme at local level, helping plans become reality by supporting parishes to launch new initiatives, helping share best practice and connecting parishes with the support they need.

This is a dynamic role in a dynamic diocese. Come and join us!

A handwritten signature in black ink, appearing to read '+ David Manchester', with a stylized, cursive script.

+ David Manchester

INTRODUCTION



We are recruiting seven new Deanery Transformation Support Officers who will play a key role in building capacity to deliver our transformation programme for the Diocese of Manchester. These are full-time, home-based posts, which will require a significant degree of flexible working.

We are running a simultaneous recruitment exercise for all seven posts as follows:

Advertisement	13th January
Closing Date	6th February
Preliminary interviews	15th to 18th February
Final interviews	22nd-28th February

The posts are home-based and will support the following newly-created deaneries:

- **Bolton**
- **Bury & Rossendale**
- **Manchester N&E**
- **Manchester S & Stretford**
- **Oldham & Ashton**
- **Rochdale**
- **Salford & Leigh**

Candidates are able to apply for more than one post and are asked to indicate in their application the specific deanery/deaneries they are applying for. All of our deaneries are different and if candidates are unsure which deanery may best suit them, they are encouraged to contact our Transformation Director for a further

discussion. Application for part-time hours within some deaneries may be considered.

These roles are expected to be home-based but arrangements could be made for a suitable desk space in our Diocesan office if needed.

It is a priority for Manchester Diocese for our staff to reflect the diversity of our congregations and the diocese as a whole. We welcome applications from all. We recognise that women and people of the global majority are under-represented in key roles in our diocese and so we particularly encourage applications from these groups.

If you would you like to discuss the role before applying please contact Helen Howe, Transformation Director at helenhowe@manchester.anglican.org

ABOUT THE DIOCESE OF MANCHESTER

The Diocese of Manchester serves a vibrant, dynamic and creative community in the North West of England. It covers an area of 416 square miles and has a total population of 2.1 million. 48% of our parishes are in the 10% most deprived nationally.

The diocese is divided into four archdeaconries and – from 1 June 2021 – seven deaneries (see map on page 4). There are more than 300 places of worship and chaplaincies, which are organised into 256 parishes and 179 benefices including Manchester Cathedral.

Geographically the diocese takes in the two cities of Salford and Manchester and the metropolitan boroughs of Oldham, Rochdale, Bury and Bolton. Part of the metropolitan boroughs of Wigan, Trafford, Stockport and Tameside, and most of the borough of Rossendale in Lancashire, are also within the diocese. While predominantly urban, a significant part of the diocese is rural, although less than 3% of the population of the diocese lives in these areas.

The diocese has 309 churches ranging from historic listed buildings to brand new, purpose-built places of worship. Over 320 licensed clergy serve in the diocese along with 100 licensed Readers who help with leading services and pastoral work. Our 250 Authorised Lay Ministers also play a hugely important part in the life of the Church. In 2019 the diocese had all-age average weekly attendance of 24,400 and regular adult average weekly attendance of around 14,500.

Parishes and chaplaincies across the diocese are supported by a dedicated team, based at Church House on Deansgate in central Manchester. This team supports churches and congregations across the diocese with our three mission goals of Growing, Nurturing and Serving. It also provides support with governance, clergy housing and stipends, management of the property portfolio and safeguarding.



Across the diocese there are nearly 200 Church of England primary and secondary schools educating over 57,000 pupils every day. These schools are mostly funded by local authorities, with the diocese providing support with religious education and Christian ethos, as well as governance, the recruitment of head-teachers, admissions and building projects. The team which supports these schools is also based at Church House under the authority of the Diocesan Board of Education.

OUR TRANSFORMATION PROGRAMME

Much of what we are doing in the diocese is already contributing to a culture of hope and an expectation of growth. This includes many forms of inherited as well as fresh expressions of church.

However, we face significant challenges:

- Only 1.2% of the population attends the Church of England in our diocese – we are in the lowest 25% of dioceses nationally
- Church attendance in our most deprived parishes averages 0.8% of the population in those parishes
- 90 of our parishes have average weekly attendance of fewer than 35 people
- We have a large number of church buildings in poor condition and which serve small populations because of demographic changes.

As a diocese, we are completely focused on reversing this decline.

With the strapline *Church for a Different World*, we have developed a clear vision, which is by 2030 to be a 'worshipping, growing and transforming Christian presence at the heart of every community'. Our vision is set out in more detail in our 10-Year Strategy Document which is on the Diocesan website, and also in an inspiring video which you can access via [this link](#).

We are also making organisational changes to help build capacity and capability. Following an extensive formal consultation exercise we have streamlined the diocese's deanery arrangements by reducing the number of deaneries from twenty to seven. Full-time Area Deans have been appointed in each deanery to lead the transformation programme.

At the heart of our inspiring vision for the future are our proposals for Mission Communities, which are due to be implemented in January 2022. You can understand more about our vision for mission communities by watching [this video](#) and reading [this document](#) which outlines the principles as well as the final boundaries which were agreed at Bishop's Council in November 2021. Mission Communities are at the heart of our vision for local ministry, bringing together the skills and talents of lay and ordained leaders in a particular locality. The creation of Mission Communities will enable us to work closely together at the local level so that the parish system is able to flourish as the basis for our future survival and growth.

The newly-appointed Deanery Transformation Support Officers will work closely with Area Deans, Lay Chairs and Mission Community Leaders to implement our vision for Mission Communities and co-ordinate the changes necessary to achieve that vision.

DEANERY TRANSFORMATION SUPPORT OFFICER **ROLE DESCRIPTION**

Employer:	Manchester Diocesan Board of Finance
Normal Place of Work:	Home-based with travel throughout the Deanery
Hours of Work:	Full-Time – 35 hours per week
Reporting to:	Transformation Director (TBC)
Salary:	Grade 3.2 £25,584
Appointment term:	5 years

Purpose

The Deanery Transformation Support Officers' role is designed to support the Area Deans and Mission Community Leaders in delivering the deanery level strategies and implementing our vision for mission communities. They will work closely with parishes and mission communities to support the delivery of grow, nurture and serve interventions across each deanery and help embed a culture of collaboration and mutual support.

Accountability and Key Relationships

The role reports on a day to day basis to the Area Dean but is also supported by the Transformation Team in Church House (Transformation Director and Transformation Support Officer).

Other key relationships are with the Mission Community Leaders in each deanery and the Deanery Lay Chair. The post holder also works alongside and engages with lay leaders in the deanery including Church Wardens, Readers and ALMs. All seven Deanery Transformation Support Officers are encouraged to support one another and to establish mechanisms for sharing their learning on an ongoing basis.

Other key partners are DBF and DBE staff, who will provide practical support with implementing the strategy for each deanery.

Key Tasks

- Support the implementation of our vision for mission communities, in particular supporting the Area Dean and Mission Community Leaders to plan and deliver events which bring together mission communities for prayer, reflection and action.
- Support the Area Dean and Mission Community Leaders to develop the Deanery Mission Action Plans and monitor progress against that Plan

- Support the Area Dean and Mission Community Leaders implement their deanery mission action plans including coordination of interventions across the Growing, Nurturing and Serving Spectrums at both Deanery & Mission Community levels. This will include:
 - Supporting the roll-out of 'Stepping Stones for Growth' and #MoreThanSunday
 - Supporting mission communities to run discipleship and enquirers courses, both online and in-person
 - Supporting parishes and mission communities to establish new missional activities by connecting them with both best practice across the deanery and central teams (if appropriate)
 - Working alongside the Area Dean to support 'refresh' teams and provide ongoing support to 'refresh' opportunities across the deanery
 - Supporting the development of deanery energy baseline, and parish net zero strategies
 - Providing support for consultation on the parish share review and initiatives to increase giving
 - Supporting the Closed Churches and Pastoral Reorganisation Process. In years 1/2 this may be a small proportion of the role (20%) but by year 4/5 this would increase.
- Work with the Area Dean and Lay Chair to engage Deanery Synod with the transformation programme, ensuring they have the opportunity to feed into its development and understand its progress.
- Work closely with parishes to identify support needed and work with the wider Transformation Team to improve parish support in a considered and effective manner, mobilising key resources to ensure the Deanery strategy can be achieved.

PERSON SPECIFICATION

Key: (AF) Application Form; (I) Interview;

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
Educated to degree level or equivalent	E		AF / I
Experience			
Experience working in and across church contexts, either in a paid or voluntary capacity	E		AF / I
Experience of building relationships across a broad range of demographics	E		AF / I
Experience of managing projects, including tracking activities, reporting on progress and identifying issues and risk	E		AF / I
Experience of organizing complex events with multiple stakeholders		D	AF / I
Skills and Knowledge			
Excellent organisational skills including ability to organise own work on a day to day basis	E		AF / I
Good written and communication skills	E		AF / I
People skills, including the ability to manage conflicting expectations and priorities	E		AF / I
Pastoral skills to support those exploring new mission and ministry opportunities	E		AF / I
Good IT skills including working knowledge of MS Word, Powerpoint, Excel and Zoom.	E		AF / I
Knowledge of Church of England structures		D	AF / I
Knowledge and understanding of project management methodologies		D	AF / I
Personal Attributes			
A passion for helping people and encouraging collaboration	E		AF / I

Able to adhere to confidentiality and exercise discretion	E		AF / I
To be in sympathy with the aims and values of the Church of England	E		AF / I
Work-related Circumstances			
Able to work flexibly including evenings and weekends – with notice	E		AF / I
Willingness and ability to travel to meetings and parishes	E		AF / I
To have own car available for work purposes and full driving license* (see note below)	E		AF / I

*Where an applicant is unable to drive due to a disability we will work with the candidate to look at reasonable adjustment to the role.

The appointment will be subject to a Disclosure and Barring Service check, evidence of the right to work in the UK and satisfactory references.

Summary of Terms & Conditions of Employment

Employer	Manchester Diocesan Board of Finance (MDBF)
Line Manager	Transformation Director (TBC)
Probation	Appointments subject to a 6-month probationary period
Location	The post is home-based (with travel throughout the deanery). The post could alternatively be based from our Diocesan office instead of home.
Hours	35 hours per week, including evenings and weekends for which time off in lieu will be granted.
Salary	Diocesan pay scale band 3.2 £25,584
Pension	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product. The scheme offers generous employer contributions.
Leave	22 days’ annual leave (rising to 25 days after 12 months’ service), plus public holidays and three Church Days.