**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Growing Younger Strategic Lead |
| **GRADE:** | Grade 6 - £42,188.00 |
| **ACCOUNTABLE TO:** | Head of Programme Delivery for Diocesan Transformation |
| **RESPONSIBLE FOR:** | Current and future roles within the Growing Younger team, which currently includes:   * Mission Enabler (Children) * Mission Enabler (Youth) * Mission Enabler (Young Adults) * Educational Chaplaincy Enabler |
| **HOURS & TERM:** | Full time, 35 hours per week. Part-time working may be considered, to be negotiated.   Fixed term post until 31st December 2028 (may be extended subject to further funding) |
| **LOCATION:**  **SAFEGUARDING:** | Diocesan Office, Cuthbert House, Stonebridge, Durham, DH1 3RY, with travel around the Diocese.  The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. |
| **JOB SUMMARY:**  **TEAM ETHOS:** | The Growing Younger Strategic Lead will work collaboratively within the Strategic Leads team to enable the delivery of the Growing Younger stream of the Diocesan Transformation programme, with a specific focus on building mission and discipleship pathways for 0-25s, growing missional chaplaincy in FE colleges and schools, and raising up new youth and children’s leaders. The role will hold responsibility for the implementation and development of the Growing Younger strategy through leading the Growing Younger team and enabling the development of mission and ministries appropriate to context and challenge.  The role also holds the responsibility of Programme Manager to the ‘Engaging with Children, Youth and Young Adults’ Programme Board within the Diocesan governance structures.  As a team we are committed to collaboration and communication to enable a healthy culture of delivery, accountability and evaluation. We are passionate disciples, adaptable practitioners, reflective learners and self-aware team players. |
| **KEY RELATIONSHIPS:**  **KEY DUTIES:** | Strategic Leads Team  Head of Programme Delivery for Diocesan Transformation  Growing Younger Team  Archdeacon of Durham  Mission, Disciple and Ministry Team  Parish clergy, lay leaders and key volunteers  Director of Education and the Joint Education Team  School chaplains and other key staff  Diocesan Safeguarding Officer  Archdeacons  Bishop of Durham and Bishop of Jarrow  Other Diocesan staff  ‘Engaging with Children, Youth and Young Adults’ Programme Sponsor  Relevant individuals, groups and networks within the National Church, Northern Province, and ecumenical or parachurch organisations |

**As a Strategic Lead:**

1. Be an active and engaged member of the Strategic Leads team, prioritising collaboration, communication and integration across all areas of work, to enable collective planning, shared decision making and the flourishing of all areas of Transformation. Pray regularly with other Strategic Leads.
2. Be a culture carrier within the Mission, Discipleship and Ministry team and throughout the wider Diocese, championing the Transformation vision and Diocesan priorities and modelling the team ethos.
3. Support the Head of Programme Delivery for Diocesan Transformation in the implementation of the Transformation programme and contribute to ongoing strategic development of the programme, including supporting the development of relevant funding applications and reporting as needed.
4. Work closely and collectively as a team with other Diocesan teams to ensure both joined up working and integrated communication (i.e. Strategic Leads are not making repeated or conflicted demands of other individuals or teams). Specifically, work together to collaborate with the Diocesan Communications team to raise aspirations and awareness of the Transformation programme and ensure a range of good news stories are shared to reflect the full breadth of the Transformation vision and Diocesan priorities.
5. Work closely and collectively as a team on engagement with parishes/deaneries to ensure both joined up working and integrated communication with clergy and lay leaders.
6. Support and substitute for other Strategic Leads and deputise for the Head of Programme Delivery for Diocesan Transformation as needed.

**As Growing Younger Strategic Lead:**

1. Hold responsibility for the continued development and implementation of the Growing Younger strategy, embedding this within the wider programme of Transformation and playing a key role in the development of a Diocesan culture of prioritising mission and discipleship with children, youth and young adults.
2. Provide leadership and line management to all Growing Younger staff roles, giving clear direction to ensure aligned priorities and missional focus.
3. Hold budget responsibility for agreed spend within the Growing Younger workstream, as delegated from the Head of Programme Delivery for Diocesan Transformation.
4. Establish, develop and provide ongoing oversight for the Youth and Children’s Mission Hub programme, delegating within the Growing Younger team as appropriate, in line with the Growing Younger strategy and wider Transformation programme, including supporting churches to develop Mission Hub plans and establish new Hubs.
5. Establish, develop and provide ongoing oversight for the Missional Chaplaincy in FE Colleges and Secondary Schools programme, delegating within the Growing Younger team as appropriate, in line with the Growing Younger strategy and wider Transformation programme.
6. Work closely with the Growing Leadership Strategic Lead and the Foundational Training Enabler to establish and develop a strong and integrated programme of training to raise up new youth and children’s missional leaders, to ensure a comprehensive and appropriate training offer at every level, a clarity of message to churches and a joined-up approach across all training programmes and courses, contributing where appropriate to training programmes including IME, CMD and lay leadership pathways.
7. Proactively develop and respond to opportunities to raise awareness and missional aspirations with clergy, lay leaders and congregations, with a specific focus on inspiring new leaders and developing new mission.
8. Support the Young Adults Mission Enabler in establishing pioneering pilot projects to reach and disciple young adults, ensuring all learning is embedded and shapes the Growing Younger strategy.
9. Work closely with the Director of Education and Joint Education Team (JET) to enable a strategic and mutually beneficial approach to support and engagement with church schools that responds to the National Church’s priority for a ‘Flourishing Schools System’ and the Growing Faith initiative.
10. Build and develop strategic partnership opportunities with parachurch organisations and networks that align with the Growing Younger strategy, this will include (but not be limited to) holding responsibility for Diocesan working relationships with Scripture Union, Youthscape, Youth for Christ and Kick.
11. Be a Diocesan link with other Dioceses and be a part of relevant National Church networks, groups and programmes (and/or Northern Province where appropriate), representing the Diocese in national and regional conversations.
12. Support the Growing Churches Strategic Lead in the development of New Worshipping Communities in schools, ensuring an integrated and supportive approach that deepens working relationships and maximises opportunities.
13. Support the Growing Leadership Strategic Lead in the development of the Ministry Experience Scheme, with a specific focus on recruitment of new volunteers and developing a ‘Future Youth’ stream of placements aligned with Youth and Children’s Mission Hubs.
14. Retain an up-to-date knowledge of developments and trends in the children’s, youth and young adults’ sectors, including an understanding of the cultural challenges and opportunities encountered by 0-25s.

**As Programme Manager to the Engaging with Children, Youth and Young Adults Programme Board:**

1. Hold Programme Manager responsibility for the Engaging with Children, Youth and Young Adults Programme Board, to include:
   * Attending all Programme Board meetings
   * Liaising regularly with the Programme Sponsor and supporting the planning of meeting agendas
   * Supporting the Administrator in ensuring projects submit reports and data in a timely way, supporting projects as needed to ensure they understand reporting requirements
   * Providing summary reports for all Programme Board meetings
   * Providing additional reports as needed to highlight specific issues or challenges.
2. Identify and resolve any risks or issues in relation to the Growing Younger strategy, escalating as necessary to the Head of Programme Delivery for Diocesan Transformation in the first instance and the Programme Board Sponsor as needed.
3. Support projects in the recruitment of any funded roles within the Growing Younger strategy, in accordance with Safer Recruitment and People Management guidance.
4. Support the Head of Programme Delivery for Diocesan Transformation and Diocesan Secretary in meeting all other governance requirements, including but not limited to Annual Reviews and ongoing monitoring with the National Church and the Diocesan Annual Report.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Genuine Occupational Requirement**

Due to the nature of working in a specifically church leadership context, the post holder must be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.

This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A Application Form**

**I Interview**

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to ‘A’ level or equivalent  Theological training | Essential  Desirable | A  A |
|  | **EXPERIENCE** |  |  |
| 2  3  4 | Experience in missional leadership with youth, children and/or young adults in a paid or voluntary capacity  Experience in managing projects that include a wide and complex range of stakeholders  Experience of line management and leading teams  Experience of managing budgets  Experience and understanding of the structures of the Church of England  Experience of the education sector | Essential  Essential  Essential  Desirable  Desirable  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 5  6  7  8  9 | Strategic and efficient organiser with great initiative  Ability to establish and maintain positive and mutually beneficial working relationships with key stakeholders, with a particular ability for understanding the perspectives and feelings of others.  Excellent, effective and persuasive written and oral communication skills, including presentations and report writing, that are intentionally tailored for one’s audience.  Skilled problem solver, able to investigate and breakdown underlying issues and identify potential implications.  Proactive in dealing with conflict in a healthy and transparent way  Competent IT user comfortable in use of MS Office packages | Essential  Essential  Essential  Essential  Essential  Desirable | A/I  A/I  A/I  A/I  A/I  A |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 10  11  12  13  14  15 | A deep commitment to a personal Christian faith with a motivation to see that grow in children, youth and young adults, and a prayerful and hopeful response to challenge.  A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period. A lifelong learner.  Demonstrated self-belief and self-awareness, having confidence in one’s judgement and resilience in adversity, and managing emotions effectively.  Emotional intelligence, displaying empathy and understanding for the feelings of others  Adaptability, a positive attitude to change and a willingness to learn.  Able to engage across a breadth of churchmanship, respectful of all traditions | Essential  Essential  Essential  Essential  Essential  Essential | A/I  A/I  A/I  A/I  A/I  A/I |

The postholder will be required to travel widely around the diocese with some evening and weekend working expected.