

Partnerships Officer (0.5 fte)

A new and exciting role which will have a particular, but not exclusive, focus on developing partnership working in the Nottingham City Council area of the diocese. Reporting to the Director of Partnerships and Mission you will have a passion for “the welfare of the city” and a desire to work with the statutory and voluntary sectors, as well as the wider faith community.

You will have significant experience of working with partners outside the church and an ability to support projects that churches are involved in which serve the wider community.

This post is open to clergy and lay applicants. The salary is at Grade 4 (entry level) on the Diocesan scale, currently £28,410 (full time equivalent salary). Contribution of 10% of salary into a nominated Stakeholder Personal Pension Plan.

Clergy applicants may elect to remain on clergy terms and conditions.

We welcome applications from suitably qualified people from all sections of the community, and strive to be an equal opportunity employer.

CRB clearance is required for this post.

Deadline for applications: 12 noon on **9th October**, interviews **4th November** in Southwell.

For an informal discussion contact Rev David McCoulough 01636 817987 Or davidmcc@southwell.anglican.org

Application packs available on the Diocesan website www.southwell.anglican.org or from Catriona Gundlach 01636 817232 catriona@southwell.anglican.org

Department for Development

JOB TITLE: Partnerships Officer (0.5 fte)

Purpose:

Working closely with the Director of Partnerships and Mission to develop partnerships between the Diocese, deaneries and parishes with other bodies, primarily in the Nottingham City Council area, working with Nottingham City Council, Nottingham CVS and One Nottingham in a number of areas such as the cohesion agenda, the Local Area Agreement, and Neighbourhood Management. A key part of the work will be identifying strategic links and helping build partnerships with voluntary and statutory organisations, and find resources for urban renewal and community service. Some work will also cover the wider conurbation and county.

Key Responsibilities:

- To collaborate with local authorities, voluntary agencies, with ecumenical partners, and other faith traditions, to make the work of the churches in urban communities more effective.
- Maintain links and support for specific activity e.g. Hope Centre, Arimathea Trust, The Vine, Community Prison Chaplaincy
- Support the development and maintenance of mission projects engaging with social issues and ensure good practice.
- To work closely with colleagues in the Department for Development whose partnership work has a rural, county, or issue focus
- Maintain Deanery links, City Council Policy Office links, Voluntary Sector links
- Develop further the Audit of Social Activity (piloted at present in Nottingham Deaneries) in all deaneries throughout the diocese.
- Policy Expert/Gatekeeper – read, digest and guide Partnership & Mission Director re detailed policies e.g. Face to Face, Compacts, Local Area Agreements, Community Cohesion Plans
- Maintain contact with network of community activists outside and inside the churches, in the City Council, and the Voluntary sector.
- Explore use of Geographic Information Systems (GIS) and other sources to support engagement and the direction of mission.

Working Relationships:

Supervised by The Director of Partnerships & Mission.

Other key relationships: appropriate officers of the City Council, NCVS and One Nottingham, Area Deans and parish clergy in Nottingham, The Equality and Diversity Coordinator, The Urban Officer, The Diocesan Funding Consultant.

Person Specification

a) Essential requirements

- A track record of significant parish experience engaging with the wider community and/or significant experience of partnership working in the statutory or voluntary sector engaging with faith communities
- Knowledge of government policy relating to Local Strategic Partnerships, Local Area Agreements, Community Cohesion and Interfaith work.
- Proven experience of partnership working with agencies outside the church
- Experience of collaborative working and ability to work with those with different worldviews (theologies)
- Good communication skills, both spoken and written
- Ability to network beyond comfort zones and represent the church in secular contexts
- Computer literacy
- Reliability and ability to meet targets

b) Desirable requirements

- Experience of setting up and supporting projects with a number of partners
- Ability to identify new opportunities for partnership working
- Ability to monitor central and local government policy developments and interpret how best the church can respond
- An understanding of the organisational structure of the Church of England at diocesan, deanery and parish levels
- Direct experience of working with the City Council, One Nottingham, and NCVS
- A willingness to understand and engage with a multifaith city

Department for Development

background information for new departmental roles

The department was formed in May 2007 following a review of the Ministry Training and Social Responsibility Departments as an innovative way of helping to refocus our work in the light of the agreed values of the Diocesan Template for Mission (see www.southwell.anglican.org/pdf/shape.pdf) and the imperative of "joining together in the Mission of God." The department is responsible for the development of

- Individuals (clergy and laity) for discipleship, mission and ministry
- Parishes and deaneries in serving their communities and discerning God in their context
- The development of engagement with global and local issues of public concern where appropriate in partnership with other churches and secular agencies

Purpose

The purpose of the department is:

- To encourage, challenge and support Parishes, Deaneries, Diocese and the Bishop...to join together in the Mission of God

Elements of the Vision

We seek to express the life of the Trinity through working together in partnership with each other, individuals, groups and institutions outside the church, to promote the love of God in Christ, justice, peace and the integrity of creation and the health of the church.

- We seek to be incarnational, following the pattern of Christ, embedding the diocesan values, *discovering God, enabling change, serving communities, and valuing people* in the life and work of the team and the diocese.
- We seek to be collaborative and to promote collaboration by
 - Modelling good practice in collaborative ministry
 - Sharing and connecting stories
 - Enabling each other to see the whole
 - Combining in different ways to draw on the strengths and gifts of the whole team
 - Sharing decision making at appropriate levels
- We seek to be faithful in
 - Interpreting theologically both our context and actions in the light of our tradition
 - Responding flexibly to the tasks and the needs of those we are here to serve
 - Engaging appropriately with Nottinghamshire and its differing cultural contexts

Current Changes

At the end of 2009 we face the retirement of the current Departmental head, Rev Canon Alan Payne. A strategic decision has been made to run the Department after Alan leaves with two Directors heading up two different but overlapping and interconnecting teams within the Department. These will be Ministry and Mission led by Rev Canon Dr. Nigel Rooms and Partnership and Mission headed by Rev David McCoulough. We remain one department however with a common coordination and administrative function.

These changes necessitate the creation of two new roles within the Department – a Clergy Training Officer and a Partnerships Officer. The Partnerships Officer role is a 0.5 post open to both ordained and lay people with a desire to build on work that Revd David Jones, retiring as Officer for Urban Life and Mission, has developed in the Nottingham City Council area in particular.

Application for Employment: Partnerships Officer

Application Reference No (to be completed by Diocesan Office) :

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As this form will be photocopied, please type or write in black ink or ballpoint pen.

Please return completed form to Carole Park at the above address.

Please note that Parts A to D will be separated from the remainder of the application form and will not form part of the short-listing process. It is therefore very important to fully complete Parts E to H.

The information given on the 'Monitoring Sheet' will also be separated and only used for monitoring purposes.

PART A - Personal Details

Surname	Forenames (please underline the name you wish to be known by)
Title Mr/Mrs/Miss/Ms/Other	
Address	Telephone Numbers Home Work Mobile
Postcode	
Date of Birth	Email

Please give the names and addresses of three persons to whom we may apply for references.

One reference should be from your present employer where possible, and at least one of your references should be clerical. References should comment on your character, integrity and competence, but it would also be desirable if one of your references can address your academic / theological capabilities. A confidential reference may also be requested from your Diocesan Bishop or Area Bishop in addition to other references.

Employer reference: **Approach employer now? Yes / No**

Name
Address
Occupation

Second reference:

Name
Address
Occupation

Third reference:

Name
Address
Occupation

PART B - Educational / Training Details and Employment History

Secondary Schools	From	To	Examinations Passed
University or College	From	To	Examinations Passed

Courses attended; Qualifications gained	Date	Qualification

Do you hold a current full driving licence? YES / NO

Do you have any points on your licence? YES / NO

If yes, how many.....

Name and address of former employer(s) or of dioceses where clerical appointments held	Positions held and dates	Salary	Résumé of duties and responsibilities and reason for leaving
Please do <u>not</u> complete this information in relation to your <u>present</u> employment / appointment. Additional information about this is requested in Part G below.			

PART C - Medical History

To ensure that we operate within the bounds of appropriate legislation and good practice we must ask you the following questions. Please be assured that all data provided in Section C will be treated in the strictest of confidence and will not form part of the short listing process.

Do you or are you suffering from any disease, allergy, nervous complaint or medical condition which could affect your ability to perform the duties of this post, as set out in the job description?	Yes / No
If 'Yes', please give details.	
Please give details and dates of any periods of illness which have caused you to be absent from work for more than 5 consecutive days during the last 5 years:	
Please estimate the number of days that you have needed to take off work for reasons of sickness absence in the last twelve months day(s)
Please indicate whether you believe you have a disability.	Yes / No
If 'Yes', please describe your disability and any reasonable adjustments that you may require, either to fully participate in the recruitment process or to enable you to carry out the duties of this post, as described in the Job Description.	

PART D - Application

Please say how you learned about this post (if newspaper advertisement, please give name of paper):
.....

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Criminal Records Bureau checks and medical proving satisfactory.

Signature Date

Eligibility of Work - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office.

In accordance with the Data Protection obligations (as amended from time to time) I consent to Southwell and Nottingham Diocese processing and continuing to process all personal data contained on this application form of which I am the subject.

Forename

Surname

Date

Signature

PART G - What professional / work / personal experience do you have that would equip you for this post? Please make close reference to the Job Description when answering this question.

(Please remember that the short listing panel will not have your answers to Parts A to D available to them).

Name and address of current employer or of diocese where clerical appointment held	Position held and date appointed	Salary

Please summarise the duties and responsibilities of your present or most recent employment/ appointment

PART H - Please explain in what ways you believe you match the Person Specification (as set out in the Advertisement) and Job Description for this post, using illustrations where helpful.

This space is one of the most important parts of the form. Please remember that we will not infer information, so you need to demonstrate explicitly how you meet the criteria. Candidates who do not demonstrate how they match the criteria will not be short-listed.

Are you in sympathy with the aims and objectives of the Church of England?

Please tell us a little about your hobbies and interests.

What period of notice would you be required to give for your present employment / appointment?

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When would you be able to take up this post?

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All employees of the Southwell and Nottingham Diocesan Board of Finance are subject to Child Protection checks with the Criminal Records Bureau and, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.

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MONITORING SHEET (relating to Part A of Application Form)

OUR COMMITMENT TO EQUAL OPPORTUNITIES

The Southwell and Nottingham Diocese strives to be an Equal Opportunities Employer. We welcome applications from suitably qualified people from all sections of the community.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Please note that this form is for Equal Opportunities monitoring only and will not be seen by the short listing / interview panel(s). It will not be used as part of the selection process.

Post applied for:	Date:
Gender: Male Female	Age:

Ethnicity

Please indicate your cultural / ethnic origins

The Categories listed below are those used on the National Census; if you prefer to use your own definition, please tick 'other' and use the space provided.

Please tick the appropriate box

White (WH)	<input type="checkbox"/>	Irish (IR)	<input type="checkbox"/>	Black African (BA)	<input type="checkbox"/>
Black Caribbean (BC)	<input type="checkbox"/>	Black Other (BLO)	<input type="checkbox"/>	Black British (BB)	<input type="checkbox"/>
Indian (IN)	<input type="checkbox"/>	Pakistani (PA)	<input type="checkbox"/>	Bangladesh (BG)	<input type="checkbox"/>
Asian British (AB)	<input type="checkbox"/>	Chinese (CH)	<input type="checkbox"/>	Mixed Race (MR)	<input type="checkbox"/>

Other (please specify)

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