



Congregational Centre
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Registered Charity 264839

Project Leader – Disciples in the Community

The Congregational Federation is an Association of independent local churches whose mission is to equip, enable, engage and empower the churches in their mission to proclaim the gospel of Jesus Christ. The object of the Federation is the advancement of the Christian faith. The Federation has churches directly affiliated to it from England, Scotland, and Wales, and it provides support and guidance to member churches.

Services provided include

- Ministerial and lay training
- Ministry with children and youth
- Mission initiatives including partnership with Council for World Mission
- Ecumenical relationships
- Advice and guidance on all aspects of church administration and mission

JOB DESCRIPTION

Job Title	Project Leader – Disciples in the Community
Overall Objectives	To produce a resource (online and in print) which equips local congregations to engage in their communities as contemporary disciples and to facilitate and manage its production. To share this new resource with Congregational Federation churches alongside helping them to develop the skills required to make full use of the new resource.
Line Management	Operations Manager. Working closely with the General Secretary.
Remuneration	£27,456 pa. Company pension.
Hours of work	37.5 hours, 5 days a week, as required. Flexibility of hours and days of work will be necessary to meet the requirements of the role.
Place of work	The base is located within the Nottingham Offices and ordinarily require on average one day a week on site, depending on the circumstances of the applicant / work requirements, and by prior arrangement. The pandemic has led to staff working from home

and this is likely to continue until restrictions are eased.

Term

The appointment is a full-time position on a 1-year fixed term contract

Principal Activities

- Researching models of discipleship used in different churches.
- Facilitating the process of producing a contemporary resource relating to discipleship and community engagement.
- Piloting, reviewing and developing the new resource.
- Sharing the new resource with Congregational Federation churches alongside helping them develop the skill of active listening.
- Promoting and delivering mini sessions relating to the project at Area and church events, sharing the new resource.
- Participating as an active member of the Church Support Department.

PERSON SPECIFICATION

Requirements

- You will need either a valid enhanced Disclosure and Barring Service Certificate (England and Wales) or a valid PVG certificate (Scotland).
- You will need to hold a valid driving license.

Commitment

- Christian and sympathetic to the ethos and principles of Congregationalism.
- Passionate about supporting and encouraging churches in their discipleship and community engagement

Experience

It would be helpful to have some experience in most of the following areas

- Experience of helping people to reflection theologically
- Experience of helping people to analyse and reflect what is happening in their community
- Experience of leading small groups or delivering training to volunteers
- Experience of compiling, writing and editing resources
- Recent experience of working within a church environment

Communication

- Being able to communicate professionally and with confidence, both orally and with new technologies

Organisation

- Having the ability, effectively to collate and prioritise appropriate resources
- Being willing and able to travel to different parts of GB as required
- Being willing to work weekends and evenings, as required

How to apply

To apply, please send by post or e-mail a letter of application and a detailed CV together with full details of two referees, to: The General Secretary, Yvonne Campbell, Congregational Federation, 8 Castle Gate Nottingham NG1 7AS. E-mail: yvonne.campbell@congregational.org.uk

Applications must be received no later than **Sunday 14th March 2021**. Applications received after this date are unlikely to be considered.

Interviews for those successfully shortlisted will take place, on Zoom, on **Monday 29th March 2021** with a hope for an immediate start.

The list of activities and the 'person specification' for this job describe the sort of skills, experience, knowledge and abilities which we are looking for. We will interview those whose applications best meet these criteria, so it is very important that you should use your application to explain how you can meet them.

At interview we will ask you to present;

- **How you would deliver this project**
- **How you would consult with local congregations,**
- **Methods of testing that you would use before the final resource is produced**
- **How you would ensure that the process is inclusive**

Please give the names, addresses and telephone numbers of two people who are prepared to give you a reference for this job. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise, they can be people who know you from recent college, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor').

Your referees will be asked to look at the job details and tell us if, in their opinion, you could do the job. We will assume that we can approach them at any stage unless you tell us otherwise when you apply. So, if you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if we are calling you for interview, or if we have made you a conditional offer), you must state this explicitly alongside the details of the relevant referee(s).

Your appointment will be subject to (i) the provision of original documentation which indicates your right to work in the UK, (ii) a satisfactory enhanced Disclosure and Barring Service (England and Wales) / PVG (Scotland) certificate and (iii) the completion of an initial probationary period of three months.

Equal opportunities at Congregational Federation

As an Equal Opportunity employer, we positively encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities and diversity policy, which is available upon request.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.

Screening

Pre-employment screening may be carried out.