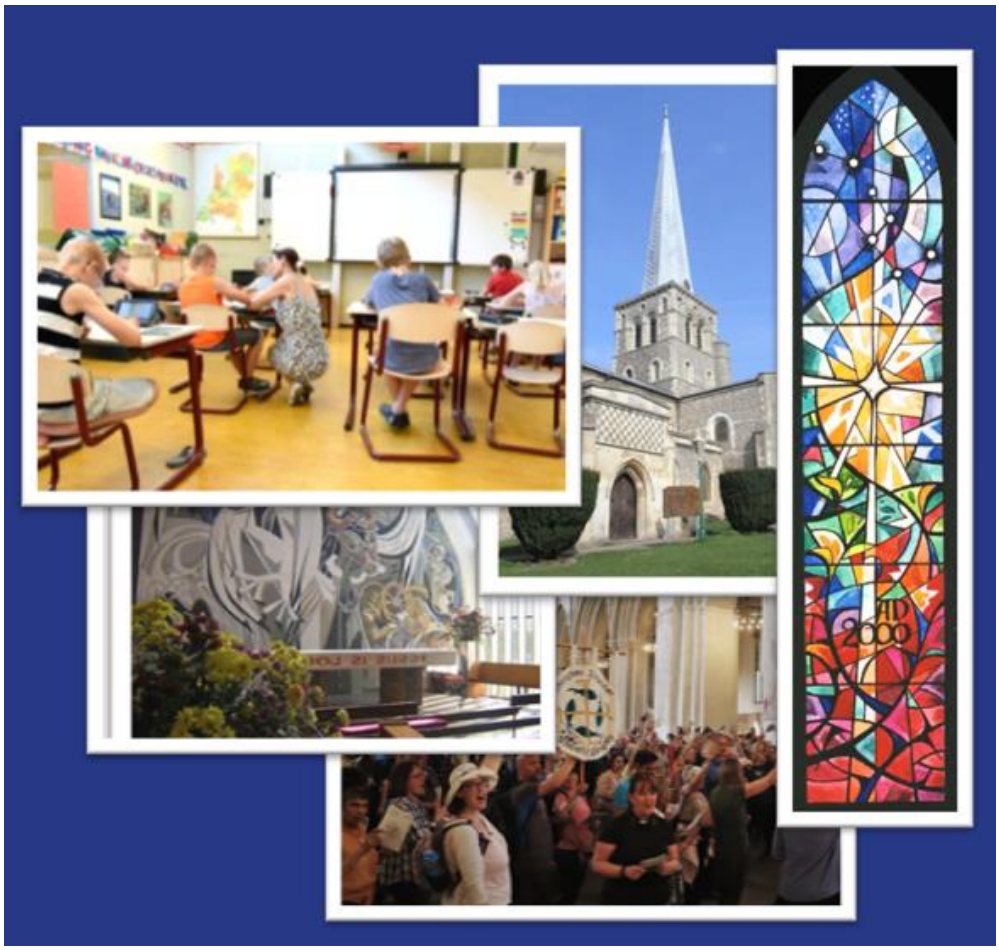
DIOCESE OF ST ALBANS

Living God's Love

APPOINTMENT PACK

THE ALBAN WAY – PROJECT LEAD

Spring 2023





Thank you for your interest in the role of Project Lead for the Alban Way Project.

This is an important role, delivering a significant project within our diocesan strategic progamme: Growing Younger and More Diverse.

We are looking for someone with a proven experience leading youth or children's work progammes, or working in schools, to join a new and developing vibrant and dynamic team. The Project's work is externally funded by the national church, and this role is therefore offered as a fixed term, 30 month contract.

Are you passionate about spiritual formation and discipleship? Do you believe that young people are not just the church of the future but the church of now? If so, this is the role for you.

If this could be you, we would be delighted to receive your application. If you would like an informal conversation to help you in considering your application please contact the Growing Younger and More Diverse Lead, the Revd Dan Drew, via Email or phone 07311310580 - to arrange this.

We look forward to hearing from you!

David White
Diocesan Secretary

THE DIOCESE OF ST ALBANS



The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 210 benefices, 380 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 223 clergy with Permission to Officiate and 248 Lay Readers. There are 137 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.



The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £160m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 138 church schools and academies. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

THE TEAM

The Mission and Ministry Department covers a significant and broad spectrum of work encouraging, enabling and resourcing discipleship and vocations, a vibrant mixed ecology of church, clergy wellbeing and development, lay training and local contextual mission action plans. In all of this we are working to enable people in every place in the diocese to glimpse the good news of Jesus and be released and empowered in their discipleship and calling.

The department is organised into four key teams:

1. Mission Team – Interim lead Tim Lomax as Director of Mission and Ministry
2. Ministry Team – Lead by Kate Peacock as Deputy Director of Mission and Ministry
3. Vocations Team – Lead by Tim Bull as Director
4. Growing Younger and More Diverse Team – Lead by Daniel Drew as Growing Younger and More Diverse Lead.

All four teams work collaboratively and are governed by the Board for Mission and Ministry.

This role has been created to oversee, deliver and promote The Alban Way, a pilot project, funded by the central church, designed to develop young leaders of a variety of ages. It sits within the Growing Younger and More Diverse Team, which has significant and crucial overlap and interaction with the other three teams within the department, as well as staff within the wider diocese.

Job Description

Job Title:	The Alban Way Project Lead
Department:	Mission and Ministry
Line Manager:	Growing Younger and More Diverse Lead
Reviewed By:	Growing Younger and More Diverse Lead
Date:	March 2023

Job Profile

Purpose of the Role

The purpose of this role is to oversee the work of The Alban Way, a formation based, leadership development pathway for Children through to Young adults. This role will play a significant part in the delivery of the diocesan strategic programme: Growing Younger and More Diverse.

Decision Making and Authority

The role holder will be required to oversee, deliver and promote the work of The Alban Way, overseen by the Growing Younger and More Diverse Lead. The role holder will co-create the Children's cohort programme, including developing relationships with pilot churches, with the Growing Younger and More Diverse Lead. Once created, the role holder will have the authority to further develop the proposed children's programme. The role holder will line manage the Growing Younger and More Diverse Intern. The role holder will produce progress reports for various internal and external bodies.

Guidance and Direction

The role receives regular guidance for work requested from their line manager and direction from the Growing Younger and More Diverse Programme Board, and scope is given for the role holder to offer suggestions and developmental improvements. The work is responsive to external requests as well as requiring the post holder in being proactive in their contact with the various stakeholders.

Key Relationships and Context

The role holder will work closely with the Growing Younger and More Diverse Lead and report to the Growing Younger and More Diverse Programme Board. They will also work with:

- The Younger and More Diverse team
- Mission and Ministry colleagues
- The Diocesan Board of Education
- The Archdeacons' and Bishops' Offices

- The local project leaders and clergy, Readers, youth and children's workers
- Para-church organisations
- Those monitoring the project at the Vision and Strategy Team (National Church)

Pressure and Working Environment

The role will be hybrid in nature, combining desk-based preparation with in-person work with the pilot churches in their context. The successful candidate will need to be willing and able to travel around the diocese. The role will involve some evening and weekend working, for which time off in lieu will be given. The role requires meeting regular reporting deadlines for governance, monitoring and delivery of outcomes in relation to the projects. The role holder is accountable to their line manager and the Board for Mission and Ministry.

This is advertised as a full time, fixed term role. HTowever, it may be possible for it to be carried out on a part time (0.8) basis. We would welcome a discussion with interested candidates about how they could deliver the outcomes required within this time frame.

Duties and Key Responsibilities

1) Overall Project Leadership of The Alban Way

This portion of the role ensures parity across each of the cohorts, ensures good governance and communication with the various stakeholders.

- To line manage the Younger and More Diverse intern who leads on the 18-35 years cohort
- Research future work with 14+ year olds in partnership with the DBE and external partners
- Produce timely updates for governance
- Produce reports for the Vision and Strategy Team
- Identify new churches for future cohorts
- Manage partnership with Youthscape who will be monitoring the project
- Ensure good working relationships with relevant church leaders
- Promote the wider work of the Younger and More diverse team
- Attend, support and promote wider diocesan youth and children's networking events
- Communicate to Younger and More diverse board/ management team
- Any other task associated with the role

2) Leading the Children's Cohort of The Alban Way (ages 11-13)

The larger portion of the work is weighted in this part of the role as it requires launching a new program initially in two schools and then scaling this up in year two.

- Prepare all aspects of the launch of this cohort for September 2023
- Lead any face-to-face activities
- Manage Residential for the children's cohort
- Invest in pilot churches
- Attend the new youth ministries (observations)
- Develop children's course materials in partnership with the Diocesan Board of Education
- Develop a resource to equip and train a wider group to run the programme

Undertake training for development:

- GDPR
- Transforming Conversations and Further Coaching training
- Youthscape Essentials
- MS Office skills

All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Person Specification

Experience and Skills

We are looking for a candidate with:

- Education to degree level or above, (or relevant equivalent experience)
- Face to face experience leading youth and or children's work programs
- A proactive attitude, the confidence and reliability to work unsupervised, and the insight to anticipate the needs of the programme and individual projects
- Good interpersonal skills and an aptitude for dealing courteously with people in all contexts
- Ability to influence and promote good practice and to motivate teams and individuals, particularly volunteers
- Ability to work collaboratively and constructively across organisational groupings and contexts
- Experience in delivering on a variety of projects simultaneously
- An attractive and clear writing style
- Good IT skills, including a thorough working knowledge of Microsoft Office and, ideally including Project Management; ability to learn to use the Diocesan Database.
- A willingness to work flexibly including occasional evenings and weekends, and, if necessary, to travel to projects and events across the diocese
- An understanding of the Church of England and its variety of different contexts and sympathy with the life and work of the Church of England in St Albans Diocese.

Terms and Conditions of Employment

Salary: In the range £35,000 - £38,000 per annum, (pro rata if part time). It may be possible to exceed this range for an exceptional candidate.

Pension: Enrolment with the Church of England Pensions Board with a competitive employer contribution.

Hours: This role could be undertaken on a full or part time (0.8) basis. Full time hours are 35 hours per week and normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given.

Holidays: Annual leave entitlement is 26 days per year (pro rata if part time), plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.

Term: This is a fixed term position of 30 months. Following a six months' probationary period, the notice period will be one month.

Place of Work: The post is based primarily at the Diocesan Office or in parishes, with some home working. Attendance at the Diocesan Office is expected for a minimum of two days per week.

Ongoing Development: We are committed to staff development based on an annual review which helps highlight learning and training requirements.

Status: The successful applicant will need to provide proof of right to work in the UK and complete a DBS check before taking up the post.

To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form (both available on our website at www.stalbansdiocese.org/TheAlbanWayProjectLead) to the Diocesan Secretary (details below):

Closing date: **Monday 24 April, 12 noon**
Interviews: **In St Albans (date tbc)**

Submit via email: diosecpa@stalbans.anglican.org

or by post to:

David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.