



Job Description

Local Ministry and Learning Platform Officer

Location:	Hybrid. Lichfield Diocesan Office/ home with travelling across the whole diocese
Responsible to:	The Director of Ministry
Duration:	Permanent
Salary:	£41,765 p.a. +pension
Hours:	35 hours per week with some evening and weekend working.

PURPOSE

The purpose of this role is to support and equip personal discipleship, and ministry and mission at the local level within the diocese through the ongoing development and creation of learning resources available on the diocesan learning hub, the Lichfield Learning Platform (LLP)

BACKGROUND

The diocese of Lichfield comprises 532 churches, 205 schools, c. 200 fresh expressions and 80 chaplaincies, alongside Lichfield cathedral. Covering the Black Country, Staffordshire and Northern Shropshire, a population of 2 million people, the diocese supports a worshipping community of around 40,000 people.

Celebrating and sharing what is good in our existing ministry, and being courageous in naming what needs reimagining is at the heart of what we are trying to achieve as we work towards our strategic goals. The Lichfield Learning Platform, as a central resource, will enable us to equip and support the whole diocese in this venture.

Much of the ministry that takes place in our local communities is offered by those who are not in licensed forms of ministry (Lay Readers and Clergy). We want to support these wide-ranging ministries by offering a comprehensive suite of learning resources held in our central Learning Platform that are easily accessible at the point of need. We envisage that this will range from, for example, short videos about personal discipleship to best practice advice on recruitment and employment of Youth and Children's workers. We are looking to recruit someone who can create content and manage an on-line learning platform.

The post will be located in the Lichfield Diocesan Board of Finance (LDBF) Vocations and Training Team. The postholder will work across the diocese and car travel will be necessary as well as the ability to participate and lead online and on-site development programmes.

The postholder must ensure safeguarding practices are maintained and liaise appropriately with the Diocese Safeguarding team. The postholder will be required to undertake mandatory safeguarding training in line with the diocesan safeguarding framework.

KEY RESPONSIBILITIES of the post

Working with our Director of Ministry, our Strategy Programme Director and other partners, the postholder will create new content and develop existing resources to support the work and ministry of our parishes and other settings in line with our diocesan strategy.

The postholder needs to be willing to go out into the diocese building relationships with parishes and communities and advocating for the support that the central team can offer. Listening and responding to the needs at local level and identifying and sourcing experience and knowledge that can be shared more widely across the diocese is key to this role.

Content Creation

- Oversee the development of all resources being produced for the LLP to ensure consistency and a high standard of quality
- Work with others in diocesan departments and in ministry in the diocese to source and create new content
- Provide leadership in creative means of on-line learning
- Sign-post to learning opportunities provided by para organisations in line with the diocesan strategy

Management of the LLP

- Liaise with the LLP supplier *Creative Stream* and the OPTRA Consortium to which the Diocese belongs, to ensure that ongoing maintenance and development take place.
- Provide technical support to colleagues and diocesan users across the diocese
- Promote the use of the LLP within the diocese
- Ongoing evaluation of the effectiveness of the LLP

Appointment as a diocesan officer brings certain intrinsic responsibilities. Our officers:

- Generate much of their own day-to-day work, using their own initiative to develop approaches that fit the context and meet the purpose of the post
- Work within a diocesan strategy and make themselves aware of others' priorities, making connections and collaborating where advantageous
- Are accountable through regular 1-1s and membership of the appropriate team (in this case, the Vocations and Training Team)
- Work collaboratively in partnership with central sector staff and colleagues across the diocese

PERSON SPECIFICATION

Attributes

A person who:

- Is committed to the Church of England with an understanding of its organisation and structures (it is an occupational requirement in accordance with schedule 9 paragraph 1 of the Equality Act for the holder of this role to be a practising Christian)
- Is realistic about the challenges facing the Church of England and ministry at the local level
- Is creative and passionate about supporting parishes and other settings at the local level

Experience

A person with experience of:

- developing or managing an online learning platform or other computing systems
- creating and delivering programmes of learning for Christian adults
- creating content for on-live delivery for a broad range of ability
- working collegially, collaboratively and flexibly with others from a wide variety of theological perspective

Skills and Abilities

A person who has:

- an understanding of the needs of the local church and the pressures of resourcing ministry
- significant knowledge of the principles underlying adult learning
- an understanding of best practice in Safeguarding and Safer Recruitment
- an understanding of the mixed ecology of church and of contextual ministry
- good skills in administration, paperwork and procedures; well-developed oral and written communication skills; and a high level of computer literacy.

Personal

A person who is:

- able to prioritise a demanding workload, and take initiative in organising tasks; to work without supervision and to maintain contact with line managers through email and phone as well as face-to-face work
- willing to contribute to the wider team, and to work supportively with colleagues
- able and willing to travel round the diocese