



# Diocese of Edinburgh

*Scottish Episcopal Church*

## **JOB TITLE: Advisor for Christian Life**

**Responsible to:** The Dean in consultation with the  
Mission & Ministry Committee Convenor

### **TERMS**

#### **Fixed-Term Contract**

- 37.5 hours per week.
- Salary: £31,603 (on a fixed scale point)
- Based at the Diocesan Office with visits / meetings off site.
- Holiday: 35 working days leave which includes 10 statutory/public holidays.
- Employees join the Scottish Episcopal Church Pension Fund (non-contributory 1/80ths defined benefit scheme), which permits additional voluntary contributions.
- This is a 3-year post, which will be reviewed after 2 years. There is a possibility of its renewal.
- Subject to a satisfactory PVG Scheme Record Disclosure (Protection of Vulnerable Groups (Scotland) Act 2007).

### **INTRODUCTION**

The vision of the Diocese of Edinburgh is that every congregation be a community where people find faith, grow in faith and share their faith. Our diocese is varied in its traditions, styles of worship and theological approaches. This richness enhances our life together and we have a history of working well together and supporting one another. We are committed to the mission of God in these post- Covid times, working to listen to the Spirit of God, and encouraging one another to respond to that call in joyful service.

The Diocesan Mission & Ministry Committee exists to help each congregation to grow in their mission and ministry under this vision. The committee helps to resource congregations and clergy, enabling ongoing development and learning, and providing opportunities for people across the diocese to support and nurture each other in their faith journeys.

This new post, building on previous work undertaken in the diocese, is fundamental to the delivery of many of our aims as a committee.

## **JOB PURPOSE & OBJECTIVES**

The postholder will join a diocesan team which includes the Bishop, the Dean, the Mission & Ministry Committee Convenor and the Administrative Assistant (Mission & Ministry) as well as other staff and officers of the Diocesan Office. The post will:

- enable the people of the diocese to grow in faith as disciples of Christ in mission and ministry;
- facilitate opportunities to work as a whole diocese together;
- resource clergy as they lead in mission in the current climate.

## **PRINCIPAL RESPONSIBILITY AREAS**

- A Lay Ministry and Support for All Generations (20%)
- B Diocesan Life and Youth & Children (40%)
- C Support to the clergy as they lead mission (40%)
- D Line Management

## **KEY TASKS**

- A1. To develop and revive resources for lay learning in the diocese, supporting and enabling vestries in their work. Currently this is done through training days, and networking events.
- A2. To maintain a library of resources – online and physical – to promote discipleship, ongoing development and youth work / spirituality.
- A3. To act as a central point for resources, training, advice and support for Youth & Children's Officers (paid and voluntary) and encourage networking between charges, using appropriate channels of communication.
- A4. To work with vestries/ rectors as they appoint and support paid Y&C workers.
- A5. To organise at least 2 diocesan events a year for under 18 yrs old.
- A6. To support the Play Church Shepherd in her ministry.
- A7. To work with Faith in Older People and other organisations as appropriate to share best practice for the participation and inclusion of the older members of the diocese into the life of their local charges.
- A8. To work with the warden of Lay Readers in regard to Lay Readers' ongoing training and support.
  
- B1. To facilitate a 'Big Day' event each year – normally in May/June to bring the different charges of the diocese together
- B2. To support young people and encourage their engagement with the church – especially through Provincial Summer Youth Camp and the PYC Provincial Youth Committee.

- C1. To sustain a coherent pattern of clergy development and support – for both stipendiary and self-supporting clergy. At present this is done through a series of Continuing Ministerial Development days, small groups, informal lunch discussions and signposting to other networks of training and support.
- C2. To co-ordinate the Ministerial Review (on behalf of the Bishop), nurturing the team of reviewers, and ensuring a cohesive approach to the review and Continuing Ministerial Development.
- C3. To work with the bishop, dean and Mission & Ministry Committee  
Convenor to organise the clergy conference for stipendiary clergy (once a year)
  
- D1. To work with and line manage the part-time Administrative Assistant (Mission & Ministry).

It is expected that the time spent on the different priorities of this post would divide roughly: Diocesan Life and Youth & Children's work – 40%; Lay ministry - 20% and clergy support – 40%.

## PERSON SPECIFICATION

- ✓ Be an active member of a church community, preferably an SEC church within the diocese
- ✓ Proven expertise in engaging others and working with others to deliver outcomes
- ✓ Educated to at least degree level
- ✓ Knowledge/experience of church-based ministry, the diocesan context, and the wider SEC/Anglican Communion.
- ✓ Organisation and management: the ability to work collaboratively whilst also being a self- starter, with good time management, and the ability to assess realistic goals, priorities and timescales.
- ✓ Experience of developing and delivering training sessions and workshops, and running large events; proficiency in online communications.
- ✓ Networking and collaboration skills: the ability to maintain connections between geographically diverse people; experience of team working.
- ✓ The nature of the post would suit an ordained person who understands the specific situations of ordained and congregational life, but we are open to lay applicants.