**JOB DESCRIPTION**

**Job Title:** Engagement and Inclusion Officer – Families and Disabled People

**Overall Purpose of the Post:** To enable, support and resource parishes engaging in social action, particularly in relation to:

* work with mothers and children facing disadvantage (as determined by St. Bridget’s trust, part-funders of the post)
* supporting engagement in family life
* awareness, access and celebration of disabled people.

**Your normal place of work will be Church House Daresbury, with occasional travel around the Diocese.**

**Principal Responsibilities:**

* Raise awareness within the Diocese of issues and factors that can put families - especially mothers with young children - under pressure e.g. parenting, relationship breakdown, domestic abuse, debt and food poverty.
* Share best practice on responses to these pressures through national and local initiatives. E.g. White Ribbon Day & support for survivors of domestic abuse.
* Inspire groups of clergy working with disadvantaged families.
* Encourage and enable churches to develop practical and compassionate responses to support vulnerable families in the wider community, particularly those affected by loneliness and isolation and disability.
* Work in partnership to raise awareness of the impact of ageing on families and church congregations. Disseminate good practice, particularly surrounding dementia awareness and support for carers.
* Ensure that the broader disability agenda is recognised and addressed at all levels of diocesan life, and support the Disability Forum.
* Promote marriage preparation in parishes.
* Keep up to date with national policies that focus on vulnerable women, including the movement to tackle Modern Day Slavery. Research and cascade information as appropriate.
* Share good practice by encouraging networks and the exchange of ideas between churches so that they can learn from each other.
* Create resources that can be easily shared across the diocese via the website, to inspire and encourage churches in their work with families.
* Organise training and events which will address specific issues and facilitate the exchange of ideas.
* Work collaboratively and in partnership with diocesan officers and parishes, playing an active part in the CSR team.
* Seek to work collaboratively with authorities and agencies that share the objectives of the Diocese of Chester in relation to work with families and disabled people.
* Monitor and evaluate all work programmes.
* Such other duties as may be required from time to time which are commensurate with the skills of the post.

September 2017

**PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications and Training** | Understanding of the areas of engagement and inclusion relation to the Church of England.  Good general standard of education. | Graduate |
| **Experience** | Demonstrable previous experience of working in a busy office  Experience of managing resources  Experience of creating and maintaining lists of electronic data | Experience in engaging in areas of Social Responsibility. |
| **Knowledge, skills and abilities** | Literate and numerate, with proven administrative skills  IT literate: able accurately and effectively to handle word processing, spreadsheets, databases and electronic calendars  Competence in the use of Microsoft Office, including use of Excel  Ability to streamline systems by use of Information Technology  Ability to collect, collate and present statistical information  Ability to undertake projects and develop through to completion  Excellent interpersonal skills  Good organisational and time management skills to manage a busy workload  Ability to prepare and produce high quality documents  Experience of working to deadlines and prioritising a busy schedule  Excellent telephone manner  Excellent communication skills (verbal and written)  Ability to update web pages  An understanding of the Church of England/parish system and the wider organisation of the diocese  A practitioner who will work with parishes and diocese in new Social Responsibility initiatives.  Ability to work with people of all ages and parishes across diverse theological traditions and social contexts. | Advanced IT Skills  Proven capacity to access funding for new initiatives and projects.  Knowledge of the structures and culture of the Church of England.  Knowledge of rural, suburban and urban churches and how they differ.  Experience of preparing Power Point presentations  Experience of and engagement with national initiatives in areas of Social Responsibility. |
| **Personal Qualities** | Person of deep conviction and passion concerning areas of Social responsibility relevant to the Church of England.  A desire to promote and develop inclusion within the Diocese of Chester.  Sympathy with the ethos and values of the Church of England.  Infectious enthusiasm.  Highly approachable.  Good listener.  An ability to work under pressure.  Flexibility. | Evidence of continued education |
| **General** |  | Full driving licence and access to a car. |