



TRANSFORMING MISSION

TM Project Manager ROLE DESCRIPTION

Date: 13/01/2020

ROLE DESCRIPTION

Project Manager

Context: The post will operate as part of the newly formed cluster of five churches in the Deanery of Carnmarth North. The post is under the leadership of the Priest-in-charge for Camborne. Transforming Mission (TM) Camborne is part-funded by the Strategic Development Fund of the Church Commissioners.

Location: Various including; TM Church Office Base in Camborne

Reporting to: Priest-in-charge (TM Lead)

Standard Working Hours: 35 hours per week (this role is contracted initially contracted for a 2-year period)

Background

The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly to “Discover God’s Kingdom, Grow the Church”.

Transforming Mission Cornwall is a model for the renewal of Anglican Church life across the Diocese of Truro which seeks to develop a version of resourcing church that learns and borrows from current practice in other dioceses but is tailored to fit the Cornish context.

1. Develop a thriving missional community in the churches in Camborne and the surrounding areas;
2. Develop an effective ministry to the ‘missing generations’ in Camborne and the surrounding areas, especially young families;
3. Identify, nurture and train future leaders in ministry, lay and ordained, who can be deployed in the Deanery, Diocese and the wider Church;
4. Develop an interconnected network of resources to be shared across the area to best serve the missional community, including venues, equipment and people;
5. Develop a culture of church planting.

Purpose of the Role

We desire to give as much freedom and flexibility to this role as is possible and want to emphasise that this job description is indicative and can be shaped in partnership with the TM lead. However in order to provide a basis on which to start we are looking for someone:

- To turn our vision into reality and deliver the vision and outcome of TM Camborne
- To lead on the project planning, implementation and monitoring of TM Camborne
- To work with the ministry team to bring the prime objectives to fruition
- To prayerfully establish a missional hub in the Camborne community that engages people with the Christian faith
- To play a key role in developing a resourcing church in TM Camborne that serves the town and surrounding areas.

Key responsibilities

Strategic

- Leading on the planning and implementation of TM Camborne
- Contribute to the overall leadership and strategic direction of TM Camborne
- Lead on financial planning/budgeting and progression towards sustainability of the components of TM Camborne (including church, community and other ventures) and to oversee the financial monitoring and reporting to the relevant governance bodies,
- Take responsibility for the development and delivery of effective communications across a breadth of media (including website, social and printed media), working alongside the current part-time administrator
- Develop a culture of prayer and worship within the hub environment and with volunteers
- To establish the appropriate human resources processes and procedures necessary to support TM staff team and for future direct employment by the Parish
- To support the recruitment process for TM Camborne staff
- Take support the development and effective use of church buildings and estate, and support existing teams in the cluster.
- Build good working relationships with other agencies and stakeholders including All Saints Community Centre, Tuckingmill and the Camborne Methodist Church.
- Ensure that the appropriate policies and processes are in place, up to date and adhered to across TM Camborne, e.g. health and safety, IT, safeguarding etc.

Operational

- Take responsibility for ensuring that in each church the infrastructure (including the IT, PA, lighting and video systems in the church) functions well and in a cost efficient manner, implementing new systems where planned
- Be responsible for project budgets and reporting to TM Programme/Diocese
- Enable the hub and the resourcing church to be a welcoming environment which also effectively facilitates mission and ministry within the community
- Liaise with the churches' and Diocesan finance teams
- Lead on reporting of project outcomes and progress
- Establish and oversee a new town centre hub
- Project manage the development and delivery of a new North Door entrance to Camborne church.

- Enable the resourcing of the ministry of TM Camborne to the wider areas
- Support the admin staff in managing systems and processes for hire and use of facilities
- Hold oversight of: health and safety; food hygiene, fire assessment; risk management; payroll operation and infrastructure; equality and diversity of the Camborne Hub and TM Camborne resourcing church
- Preparation of relevant reports required by the TM lead and TM Programme Board
- Support and comply with the Cluster Safeguarding Team.
- Ensure the highest standards of GDPR are met.

Health & Safety

- To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

Safeguarding

- To adhere to the Diocese of Truro's safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role. **Please note that this role may require an enhanced DBS check.**
- To undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.
- To undertake relevant training required to best carry out the role, if required.

Key relationships

The key relationships for the post holder are with:

- TM Lead (Priest-in-charge)
- Interim Priest-in-charge (or Pioneer Minister)
- TM Ministry Team
- TM Project Team
- TM Programme Team
- SSM (Self Supporting Minister) Associate Priest
- Current Congregations
- All Saints Community Centre and other Community Organisations
- Leaders and Teams in other Churches in the area
- Leaders and teams in other TM resourcing churches (TM Network)

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- Values difference in others and respects the dignity and worth of each individual
- Reflects the diversity of the nation that the Church of England exists to serve
- Fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content

This job description will be reviewed periodically, and may be subject to amendment

PERSON SPECIFICATION

TM Project Manager

Experience

- Project or operational management including budgets
- People Management
- Developing and implementing policies and processes within an organisation
- Creating and developing new initiatives and events that engage the local community

Knowledge

- Up to date knowledge in relevant areas such as health and safety, data protection and safeguarding

Skills

- Proven ability to initiate and lead a project to completion
- An innovative problem-solver who is able to use initiative to improve systems
- Strong management and team development skills
- Excellent organisational skills
- Proficient in Microsoft office (or equivalent), email and internet
- Ability to maintain confidentiality
- Ability to organise and prioritise workload
- Strong communication and interpersonal skills (written and verbal)
- Ability to inspire and communicate vision.

Personal Qualities

- A desire to grow disciples and see people discover the purposes of God in their life.
- Team leader and player.
- Pro-active and able to work on own initiative
- Creative approach to work with the ability to inspire creativity in others
- A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
- Commitment to the mission, vision and worship philosophy of TM and, in particular, to growing a worship opportunity that is relevant to the local community.

- Innovative thinker, open to change and development, and able to take initiatives in the power and fellowship of the Spirit.
- Willingness and ability to work evenings and weekends as necessary
- Willingness and ability to travel to other locations for work as needed

Desirable

- Experience of working in a faith based, charitable or third sector organisation
- You are a member of the Christian church, attending Sunday worship regularly, and other areas of Christian activity.
- Relevant professional qualification

There is an Occupational Requirement that the post-holder is a Christian. An enhanced DBS disclosure may be required. The Rehabilitation of Offenders Act does not apply in this instance.

