

Mission & Ministry Co-ordinator

Job Application Details

Background to the Post

The North Chelmsford Mission & Ministry Partnership is seeking an efficient and enthusiastic co-ordinator with strong communication and administrative skills, in a newly created role to support the work of the Partnership. North Chelmsford Mission & Ministry Partnership (MMP) was formed in 2016 to enable its member churches to work together and support each other in mission and ministry to every community in the Partnership area. The Partnership comprises 11 churches within the Diocese of Chelmsford i.e. Boreham, Broomfield, Great Leighs, Little Leighs, and Little Waltham, Great Waltham with Ford End, the Chignalls with Mashbury, North Springfield, Pleshey, and Springfield All Saints covering a diverse region from the built-up area of northern Chelmsford to the rural areas beyond as well as the new housing area of Beaulieu (see map in the Appendix).

This role will help to develop the internal and external communications needed to promote the collaboration across the MMP and will help it function as effectively as possible.

This job will support the MMP Council and its Co-chairs by:

- co-ordinating and enabling collaborative working across all of the member churches of the MMP
- providing administrative support to the MMP Council
- developing the use of information and communication technology to enhance collaboration between the member churches, including training key users as needed

The role will also assist the MMP Council and its Co-chairs in other areas as required, which may include:

- assisting with project co-ordination
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Outline terms and conditions

1. Job Title: Mission & Ministry Co-ordinator
2. Accountable to: The post reports to the Clergy Co-chair of the MMP Council
3. Working hours: 16 hours per week on a flexible basis in agreement with the MMP Council and may include working evenings and weekends
4. Salary: £10.50 per hour, £168 per week (£8,736 pa)
(subject to skills and experience)
5. Contract: Fixed term contract for 1 year initially, commencing in January 2018
6. Annual Leave: 4 weeks (based on 16 hours per week) holiday per annum
7. Office base: The job holder will work from their home
8. Job Purpose: To support collaboration across the MMP and administration of the MMP

Job Description

Job Title: Mission & Ministry Co-ordinator

Reports to: Clergy Co-chair of the MMP Council

Purpose: To support collaboration across the MMP and administration of the MMP

Dimensions: North Chelmsford

Principal Accountabilities:

- i) set up and train vicars and other ministers and members within the MMP to use IT collaborative tools e.g. Dropbox to share documents and information across the MMP; Doodle poll to find meeting dates; skype for video conference calls; Mailchimp for communicating relevant information in a targeted way by email; Survey monkey for conducting surveys
- ii) investigate development and implementation of other communication tools to further enhance internal communication and collaboration, and external communication eg website, social media, surveys
- iii) organise meetings of the MMP Council and networks, and of other MMP-wide activities and events e.g. MMP weekly prayers, training
- iv) provide administrative support to enable the MMU to fulfill its core responsibilities in animating networks, developing ministry deployment strategy and encouragement of giving/agreeing allocation of Parish share
- v) manage an MMP rota and/or an MMP electronic diary (which could incorporate individual Church events)
- vi) maintain contact lists for MPP networks and help the networks to organise themselves, engage and be effective
- vii) produce Minutes, Agendas, proposals and other documents in a timely fashion in support of and in response to the MMP Council and its leadership in the

fulfilment of the MMP's purpose and mission priorities

Secondary Responsibilities:

- i) assist with project co-ordination for significant MMP initiatives e.g Beaulieu, co-ordinated approach to youth work
- ii) provide other administrative, collaboration and co-ordination support for the MMP and its member churches as agreed by the Council (e.g. seeking synergies and cost savings from pooling purchase of consumables or organizing routine checks to be carried out in a single co-ordinated exercise across all member churches)

Other Duties:

- i) To undertake any other duties in support of the MMP within the scope of existing knowledge, skills and abilities as may be required by the Clergy Co-chair of the MMP

Measures of Success:

- i) Numbers of MMP network meetings per year and numbers of collaborative activities initiated and implemented
- ii) Communication and collaboration tools set up and number of users trained and active
- iii) MMP Council and collaborative project documents produced and collaborative activities advanced on time and in line with plans

Skills and experience

We are seeking to employ someone to support the work of the North Chelmsford Mission & Ministry Partnership (MMP), helping to co-ordinate and collaboration across its member parishes and support administration of the MMP. The ideal candidate will have the skills and experience outlined below. However, for the right candidate the role and duties may be adaptable to their individual skills.

	Essential	Desirable
Education / Qualifications	Educated to GCSE level including English, (or equivalent level of education) with good verbal, writing and computing skills. Access to personal transport.	
Experience		Experience of minute taking is desirable. Experience of working in a collaborative environment across multiple groups is desirable

	Essential	Desirable
Experience, contd		<p>Demonstrated experience of use of IT collaborative tools such as dropbox, doodle poll, skype, mailchimp, electronic diary systems and survey monkey is desirable.</p> <p>Demonstrated experience of using social media to enable collaboration and/or undertake website creation/ management is desirable.</p>
Skills and Knowledge	<p>Good communication skills</p> <p>Good writing and keyboard skills.</p> <p>Ability to use of IT collaborative tools such as dropbox, doodle poll, skype, mailchimp, electronic diary systems and survey monkey.</p> <p>Good organization and administrative skills.</p> <p>Familiarity with ICT (Information and Communication Technology) software packages and ability to learn and use Microsoft Word, Excel, Powerpoint, Outlook and Publisher or their equivalent.</p> <p>Ability to use social media to enable collaboration and/or undertake website creation/ management.</p>	<p>Basic project management skills or equivalent experience would be desirable.</p>
Abilities	<p>Good interpersonal abilities and personal confidence to help enable collaboration across groups of people.</p> <p>Confidence and ability to train others in the use of IT collaborative tools</p> <p>Able to work independently, efficiently and flexibly, and demonstrate initiative while working within guidance and guidelines.</p>	<p>Good networker.</p>

Personal attributes	Positive and enthusiastic and self motivated. Sympathetic to the views and beliefs of the Church of England.	
Other	Capability to work flexibly, including occasionally in evenings and weekends. Willing and able to drive or be driven around the MMP area in North Chelmsford. Need to be available on a regular basis to meet with the line manager.	

Application Process

Deadline for applications is **17.00 on Friday 17th November 2017**

Application will be by completion of the Application Form provided and can be submitted by e-mail or in hard copy. Any candidate submitting an application by e-mail and being selected for interview will be asked to sign a copy of their application form at interview

Applications can be sent to: **John Bloomer, Yew Tree Barn, Pleshey, Chelmsford, Essex, CM3 1HX** or e-mailed to: northchelmmmp@gmail.com

Applications will be short-listed and candidates selected for interview will be notified as soon as possible.

Interviews will take place on **during the week commencing 4th December 2017**

All candidates will be notified of the outcome of the interviews as soon as possible.

APPENDIX: MAP OF THE NORTH CHELMSFORD MISSION & MINISTRY PARTNERSHIP

