

## **MISSION ENABLER – ROLE DESCRIPTION**

### **BACKGROUND**

When the Mission Development Support Worker role was first created, it was a part time role which we were later able to make full time with the support of a Connexional “Our Calling” grant. The role title has also changed during the period of the appointment to that of Mission Enabler, with the permission of the District Leading Team.

We have been blessed by the work of Neil Harland who has inhabited that role from the start and whose contribution in a range of ways has made a considerable difference to the life and mission of the district.

As usual, at each annual appraisal, the question is asked of lay employees, whether their current role description still accurately describes the work they do. At the most recent appraisal with the Mission Enabler, it was apparent that as a result of Covid and of the changing nature of our context and mission, the work in which he was engaged has evolved quite considerably. It was therefore agreed that thought should be given to changing the role description to reflect the work currently being done, providing it resonates with what the district requires of the post-holder.

### **ACTIONS TAKEN**

A revised role description for the Mission Enabler has therefore been drawn up in liaison with the postholder and given careful consideration and affirmation by the District HR Officer, Andrew Crawford.

The original role description, the revised role description and person specification are all included in this document at Appendix A and the DLT is invited to consider the revised role description and approve it as the role that they wish the Mission Enabler to fulfil in the future.

### **RESOLUTION**

- **The DLT confirms the revised role description for the Mission Enabler.**
- **The DLT confirms that a new letter of Terms and Conditions including the revised role description should be issued to the Mission Enabler.**

## ORIGINAL ROLE DESCRIPTION

# Sheffield Methodist District

Serving the Methodist Church in South Yorkshire,  
North Nottinghamshire and North East Derbyshire



## Role Outline for a Mission Development Support Worker

<b>Role title</b>	<b>Mission Development Support Worker</b> within Sheffield Methodist District
<b>Location</b>	Appointed by Sheffield Methodist District to serve initiatives within the District.
<b>Overall purpose</b>	<p>To support, and where appropriate deliver, development and implementation of mission initiatives. These might include employment of personnel, property development and evangelistic projects.</p> <p>To develop relevant competencies and knowledge of other District officers and local lay and ordained leadership so as to build sustainability and capacity of this work.</p>
<b>Responsible to</b>	Management group appointed by District
<b>Relationships</b>	<p>Members of local churches</p> <p>Ministers &amp; Lay Workers</p> <p>District Leadership Team</p> <p>District Synod</p> <p>District officers (including Administrator, Property Secretary, Lay Employment Adviser, Grants Secretary, PPRDE)</p> <p>Other support organisations (including Freedom 2 Serve, Freedom Community Project)</p>
<b>Duration of appointment</b>	Funding available for initial three years, continuation reliant on the role becoming self-sustaining through generation of applicable income for the District
<b>Availability</b>	16 hours per week on average throughout the year, recognizing that there will be times of concentrated activity.
<b>Salary</b>	Post to be paid £8500 plus contributory pension scheme
<b>Review</b>	Work to be reviewed annually in District Leadership Team

<b>Training</b>	Committed to completing identified training needs
<b>Supervision and Support</b>	District Chair
<b>Expenses</b>	Travel, receipted expenses and training costs, necessarily incurred in the performance of duties will be reimbursed.
<b>Accountability</b>	This role will be accountable to District Leadership Team.

## Key Responsibilities

*The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Sheffield District Safeguarding Policy.*

- To provide guidance, expertise and support on practical, financial and project management issues which would otherwise prevent or delay implementation of valuable mission projects across the District
- To increase confidence and expertise of churches and circuits in implementing risk-taking mission

## Aspects of the Action Plan to which the post would contribute

- provide expertise not available at local level to facilitate and accelerate change [C.1]
- promote and encourage networking amongst those responsible for financing and managing projects [C.3]
- Resource Circuits to be bold in reviewing their work [C.4]

## Key tasks

1. In collaboration with Superintendents and others, to identify priority projects requiring additional expertise
2. Identify key barriers to implementation of priorities and potential responses
3. Arrange/ provide training and networking opportunities for those responsible for planning, implementing, developing and financing mission projects, creating a self-sustaining and self-teaching network of expertise across the District.
4. Develop tools, templates and frameworks to assist churches/ circuits in overcoming common barriers to successful implementation
5. Advise on potential sources of one-off or continuing funding for projects.
6. Write funding applications or provide guidance/ quality control for locally written applications

7. Advise on administrative requirements for projects, providing one-off or sustained support where relevant
8. Advise, providing practical support as necessary, on property and other consents process
9. Advise on other elements of project management and planning, providing practical support where relevant
10. Investigate, identify and implement mechanisms for financial sustainability of this role



## JOB DESCRIPTION

<b>Job Title:</b>	Mission Enabler
<b>Lay Employee in the</b>	The Sheffield Methodist District
<b>Location:</b>	Home based with regular travel across the Sheffield Methodist District
<b>Employed by:</b>	The Sheffield Methodist District, Charity Number 1129363
<b>Responsible to:</b>	The post is responsible to the Chair of the Sheffield Methodist District or any other post holder that may be notified to them from time to time through the District Leadership Team.
<b>Key relationships:</b>	District Staff and Office Holders Circuit Superintendent Ministers Circuit Leadership Teams Church Leadership Teams

### Purpose of role:

- To encourage, support and equip local churches, circuits, and members to undertake risk taking mission, in accordance with our strategy for resourcing mission *For Such A Time As This*.
- To develop relevant competencies and knowledge of other District officers and staff so as to build sustainability and capacity of this work.

### Main duties:

To oversee delivery and development of the District strategy for resourcing mission, including:

- Communicating with key stakeholders.
- Liaising with staff, officers, and volunteers responsible for elements of the strategy.
- Identifying and responding to strategic opportunities.
- Leading evolution and evaluation of the strategy.

Develop and implement district grants policies, including supporting applicants in developing and articulating their own proposals, and identifying and sharing learnings from projects supported.

Enable the growth and flourishing of new Christian communities across the District: supporting practitioners, creating access to training and resources, equipping circuits to explore possibilities and nurture projects.

Encourage, equip, and enable circuits and churches to pursue risk taking mission, including assistance with vision setting, planning, development, implementation and overcoming barriers. To include supporting churches and circuits in accessing grant and other income streams.

To maintain a high profile for missional thinking and activities across the district:

- Sharing best practice and facilitating networks of expertise.
- Building relationships with superintendents, lay and ordained staff, circuit and local church officers and volunteers.
- With the Communications Officer maintaining a flow of impactful communications.
- Bringing a missional perspective to district groups, committees, and teams.
- Being appraised of Connexional Team missional priorities and resources and their relevance to mission within the District.

**Line management responsibilities:**

To act as line manager to the following employed district staff:

- Missional Property Enabler
- Children & Youth Co-ordinator.

**General duties:**

To build own collaborative network with ecumenical and Methodist peers.

To be an active member of the district staff team responsible for implementing *For Such A Time As This*

**Other Duties:**

Any other duties and responsibilities that are identified by the Mission Enablers line manager that are within their capabilities and level of responsibility, and that are in line with the existing and developing needs and mission of the district.

**Terms and conditions:**

This is a full-time permanent appointment.

- Working hours will be **37** hours per week worked flexibly and with the understanding that occasional evening and weekend working will be required.
- The rate of pay for this post is **£32,285** per annum.
- Annual leave entitlement for a full-time employee is **33-days** (including public holidays).
- There is a contributory pension scheme to which the Mission Enabler will be auto enrolled. Details of contribution rates will be provided on request.
- At least one day free of responsibilities each week.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references.
- Appointment is subject to completion of a satisfactory probation period of 6-months.



## PERSON SPECIFICATION

**Job Title:** Mission Enabler  
**Lay Employee in the** The Sheffield Methodist District  
**Location:** Home based with regular travel across the Sheffield Methodist District  
**Employed by:** The Sheffield Methodist District, Charity Number 1129363

	Essential	Desirable	Method of Assessment
Education & Training			
A recognised Biblical, theological, or missional qualification or significant demonstrable experience.	Yes		A, I
Proven Ability			
Able to form strong and diverse professional networks.	Yes		A, I
Experience of delivering training, coaching, or mentoring.	Yes		A, I
Enabler of the ministry of others.	Yes		A, I
Special Knowledge and Skills			
Able to demonstrate application of excellent administrative, organisational, and IT skills.	Yes		A, I, P
Well-developed project and change management skills.	Yes		A, I
Familiarity with the structures and processes of the Methodist Church.		Yes	A, I
Flexibility of approach to deal with ordained ministers, lay staff and volunteers, with a high degree of emotional intelligence.	Yes		A, I
Ability to maintain confidentiality.	Yes		I
Able to motivate self and others to set and work to goals without direct supervision.	Yes		A, I

Able to demonstrate knowledge of and commitment to current best practice in mission.	Yes		A, I
Understanding and experience of new contextual Christian communities, their formation and development.	Yes		A, I
An understanding of the importance of GDPR, prepared to fully embrace and deliver the Methodist Church's policies within this area.	Yes		I
Any Other Requirements			
Able to and accepting of the need to work irregular hours, including some evenings and weekends.	Yes		I
Able to and accepting of the need to travel district wide to attend and facilitate frequent meetings and discussions.	Yes		I
Demonstrate awareness of and sensitivity to issues of Equality, Diversity and Inclusion and a commitment to the unique value of the individual in the church's life.	Yes		I
A practising Christian, either part of the Methodist Church or a church within Churches Together.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	Yes		DBS Application

A      Application form  
 I      Interview  
 W      Written Exercise  
 P      Presentation  
 G      Group Exercise  
 Q      Proof of Qualification