**Churches Together in All Lincolnshire**

**Background Information**

**Churches Together in All Lincolnshire** (CTAL) is a Charitable Incorporated Organisation, (CIO) that draws together eight denominations or networks of churches (Church of England, Roman Catholic, Methodist, Baptist, United Reformed Church, Salvation Army, Religious Society of Friends and the Ground Level Network) throughout Lincolnshire, North Lincolnshire and North East Lincolnshire.

There is a focus on mission in the county and openness for this to be ecumenical wherever possible. Examples of this include; a local Fresh Expressions Area Strategy Team (FEAST), the Lincolnshire Pioneer Network and the Emergency Faith Responders initiative.

Churches Together in All Lincolnshire is committed to maximising mission through partnership in Lincolnshire.

The key areas are:

* Maximising mission work – e.g., promoting existing and new expressions of churches etc.
* Social Action – e.g., Active Faith Network, foodbanks, liaising with Local Authorities etc.
* Being a Prophetic voice – Regular meetings and prayer with CTAL presidents
* Demonstrating Unity - ensuring a united voice can be heard by the world when needed.

We understand Mission as:

* To proclaim the Good News of the Kingdom
* To teach, baptise and nurture new believers
* To respond to human need by loving service
* To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
* To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

There is significant goodwill and positive engagement between the church leaders who meet together regularly and have entered into a Presidents’ Covenant with one another.

The Churches Together in All Lincolnshire Trustee group is the Sponsoring Body for Local Ecumenical Partnerships in the county. Most of the towns in the area and some of the villages have active, formal or informal, Churches Together Groups and there is also informal ecumenical mission taking place throughout the area.

CTAL is supported by Churches Together in England (CTE)

CTAL’s website can be found at www.ctal.org.uk

**Churches Together in All Lincolnshire**

**Job Description for CTAL**

**Mission Enabler**

**Title:** CTAL Mission Enabler

**Managed by:** CTAL Chair

**Responsible to:** The Presidents of CTAL through the Trustees

**Employed by:** CTAL

**Work with:** CTAL presidents and deputy presidents (Trustees), local ChurchesTogether Groups, Denominational Ecumenical Officers and Denominational Mission Enablers, Emergency Faith Responders, Fresh Expressions Area Strategy Team, Mission Shaped Ministries, Greater Lincoln Active Faith Network, Lincolnshire Pioneer Network and partners in the wider community from the public, private and voluntary sectors.

**Overall Purpose:** To administer and promote the ecumenical missional aspirations of CTAL by providing administrative and other support for projects, meetings, initiatives, and events.

**Main Tasks:**

(The order of tasks does not indicate priority)

* **Resourcing -** The post holder will act as a resource for the Denominations, Churches and Christians in the county for information on ecumenical matters, mission activity, Christian organisations, projects, and events sponsored by CTAL. S/he will be responsible for maintaining, developing, and using databases relating to the work of CTAL and for developing a knowledge base. S/he will appropriately forward requests for information about other faith activities in the County.
* **Facilitation.** The post-holder will act as secretary and sometimes convener to meetings: preparing and servicing the meetings of the CTAL Trustees, Presidents and Deputies, FEAST, Road Safety Partnership, Denominational Ecumenical Officers, and others as they arise. This includes the preparation of agendas and papers and minute taking. The post holder will also enable the Trustees oversight of Local Ecumenical Partnerships and in encouraging new expressions of ecumenical working.
* **Communications** - The post holder will be responsible for effective communications within CTAL, between CTAL and CTE, and between CTAL and the Churches in Lincolnshire and the wider community. This will include communicating material that furthers the work of CTAL through the website and other media as appropriate. The role will also involve liaison with Denominational communications officers, the press etc.
* **Administrative support**. The post holder will provide administration for specific projects and events including publicity, bookings, workshop administration etc. The post holder may be asked to be a key member of teams establishing projects, conferences, events etc.

* **Financial monitoring**. The post holder, working with the Honorary CTAL treasurer, will monitor CTAL funds, petty cash, invoicing, budget, and accounts for all funds. The post holder will be the interface between the denominations and CTAL in relation to their financial contributions.

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**Terms and Conditions for**

**CTAL Mission Enabler**

Duration of: Permanent, with a 3-month probationary period

Appointment

Employment: The post holder will be employed by CTAL.

Hours: 18 hours per week.

Holiday Entitlement: 30 days plus 8 bank holidays (pro rata)

Office: Office facilities are at 72a Newark Road, Lincoln, LN5 8PY

Line Manager: Chair of CTAL.

Salary: £9,984 subject to annual review.

Pension: CTAL uses the NEST workplace pension scheme.

Expenses: All appropriate expenses for travel etc will be reimbursed at the Inland Revenue approved rates.

Training: Training needs will be reviewed on an annual basis.

Notice Period: A minimum of two months’ notice must be given on either side.

Job Description: The job description is subject to modification by Churches Together in All Lincolnshire.

**Churches Together in All Lincolnshire**

**Person Specification for**

**CTAL Mission Enabler**

The CTAL Mission Enablerwill be a person (lay or ordained) in good standing with a member church of Churches Together in England or Churches Together in All Lincolnshire. The post will be offered subject to DBS clearance.

The following key shows at which stage each criterion needs to be evidenced:

Application (**A**) Interview (**I**) Reference (**R**)

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| --- | --- | --- |
| Attributes | Essential | Desirable |
| **Relevant Experience** | * Proven administrative capability and excellent organisational skills (**A**) * Basic finance skills and an understanding of budgets (**A**) | * Ability to maintain databases and websites (**A**) |
| **Knowledge or Skills** | * Excellent Communication Skills (**I**) * Computer Literacy (**A**) * Able to relate and network effectively with a wide spectrum of people (**I R**) * Able to self-motivate and take initiative whilst exercising good judgment about when to consult or confer (**I R**) * Able to respond to the requests of others (**I R**) * Able to “multi-task” between a variety of tasks some of which will be demanding and some of which will be less complex (**I R**) * Able to think creatively and plan ahead (**I R**) | * Understanding of different churches and denominational backgrounds (**I**) * Working knowledge of Microsoft Office software (Word, Excel, Outlook, PowerPoint, Access) (**I**) |
| **Qualities or Aptitudes** | * Well-developed people skills: friendly, approachable, trustworthy, confidential (**I R**) * A commitment to the development of new and existing Christian mission (**I R**) * Respect for Christians and churches of all denominations and streams (**I R**) * Able to relate well to church members and leaders of all backgrounds (**I R**) * Discretion, tact, and the ability to respect confidences (**R**) |  |

*Closing date for applications is Friday 19th February*

*Interviews will be held via zoom on Thursday 25th February*