**Part-time Development and Support Worker**

**Job Description**

**Purpose of the role:** To support the Birmingham Churches Together (BCT) Ecumenical Development Enabler (EDE) in the development of relationships between churches in Birmingham and Solihull, with particular responsibility for managing and developing communications and assisting with the good management of BCT.

This will be achieved primarily through three areas of responsibility:

1. **Supporting the EDE in building BCT’s relational network of Church-, congregational- and organisational contacts by:**
* Developing relationships with people across the spectrum of the Christian world in Birmingham and Solihull, carrying out the vision to support churches as they grow in Christian fellowship, engage in God’s mission and interact in public life.
* Introducing people to each other across denominational, geographical, ethnic and/or organisational boundaries in demonstration of the love of God and the Good News of Jesus Christ.
* Helping to organise and run the ecumenical gatherings of senior Church leaders.
* Building and maintaining the BCT database to support relationships and communications.
1. **Taking a lead in developing and delivering the BCT communications strategy, with support from the EDE, by:**
* Developing BCT’s communications strategy in response to the changing character of digital technology, making use of social media, YouTube and website.
* Keeping abreast of issues and events among the Churches, congregations and Christian organisations in Birmingham and Solihull through relational connections, newsletters, websites and social media outlets.
* Writing articles for the BCT website and social media outlets (Facebook, Twitter, Instagram and YouTube) on a regular basis, ensuring all communication material supports and promotes ecumenical Christian values and vision.
* Every six to eight weeks, compiling and issuing the Birmingham Ecumenical News e-newsletter.
* Contacting the leaders of Churches, congregations and Christian organisations in relation to issues, plans and events.

1. **Assisting with the good management of BCT:**
* Servicing the Trustees’ and Coordinating Group’s meetings by making the necessary practical arrangements and by taking the minutes.
* Facilitating the implementation of actions agreed by Trustees and the Coordinating Group, in collaboration with the EDE.
* Supporting the Trustees and EDE in ensuring legal compliance and safe running of the charity, and of its Restore refugee support arm, including the monitoring of policies and procedures.
* Working with the EDE to ensure that Local Ecumenical Partnerships receive the support they need.

From time to time, the postholder may be asked by the EDE or BCT Trustees to take on other duties to achieve the aims of the Charity.