

## Job Description

<b>JOB TITLE</b>	<b>Learning &amp; Development Officer (Southern &amp; Islands)</b>	<b>GRADE</b>	<b>NLG4</b>
<b>REPORTS TO</b>	<b>Learning &amp; Development Coordinator (Southern &amp; Islands)</b>	<b>LOCATION</b>	<b>Home based</b>
<b>CLUSTER</b>	<b>Discipleship &amp; Evangelism</b>	<b>SECTION OR SUB-CLUSTER</b>	<b>Learning Network</b>

<b>JOB PURPOSE AND OBJECTIVES</b>
<p>The Discipleship and Evangelism Cluster exists to assist Local Churches, Circuits, and Districts in the formation of courageous disciples of Jesus Christ, who can nourish faith, spark new things, and share the love of God in the world. Recognising that Discipleship and Evangelism are to be found everywhere within the Church Cluster staff work to enable the deepening of the discipleship of those inside churches and stimulate fruitful engagement with those outside the church. They seek to develop fruitful partnerships to encourage and enable everyone in the Connexion to better fulfil their calling.</p> <p>Working flexibly and collaboratively with colleagues within the Discipleship and Evangelism Cluster to:</p> <ol style="list-style-type: none"> <li>1. Deliver the annual workplan within the region.</li> <li>2. Contribute along with other Learning Network (LN) staff to the delivery of learning &amp; development across the Connexion.</li> <li>3. Enable the church to better fulfil its calling of responding to Gods love in Christ and working out its discipleship by sharing in God's mission.</li> </ol>

<b>JOB DIMENSIONS</b>	
<b>RESOURCES UNDER CONTROL</b>	
<b>Direct reports</b>	N/A
<b>Resources</b>	N/A

<b>ROLE ACCOUNTABILITIES (Between 6 and 10)</b>
<p>The activities, functions and areas of accountability for the job.</p> <ol style="list-style-type: none"> <li>1. To help further the mission of the churches, circuits and districts within the region and the wider Connexion through the provision of high quality learning and development opportunities in line with the LN regional workplan. This will include:               <ol style="list-style-type: none"> <li>a) To act as an advocate and catalyst for learning and development in the region, alongside Chairs of</li> </ol> </li> </ol>

District, Superintendents and District and Circuit Leadership Teams;

- b) To deliver the regional workplan, in collaboration with other LN staff in the region and District Leadership Teams, and undertaking any tasks requested of you by the Learning & Development Coordinator to achieve this. This will involve undertaking a diverse range of tasks relating to needs analysis, strategy, pathway delivery, relationship building and running events, some involving considerable levels of expert skill and initiative;
  - c) To attend the Regional Learning and Development Forum and other district and regional meetings as appropriate.
2. Alongside all LN staff:
- a) To work in collaborative and participative ways;
  - b) To work across the whole LN, sharing specific skills and experiences, as required. This may include contributing to courses or other activities offered by Cliff College or the Queen's Foundation;
  - c) To attend LN conferences and meetings, some of which may be residential;
  - d) To undertake ongoing reflective practice linked to the Planning, Development and Review (PDR) process and appropriate continuous professional development;
  - e) To engage in appropriate activities relating to scholarship, research and innovation as directed by your line manager;
  - f) To undertake administration related to the role;
  - g) To complete any other reasonable duties, appropriate with the grade of the post, as required by your line manager.
3. To work collaboratively with others as part of a community of practice, to be an advocate and catalyst for your work both regionally and connexionally.

# Person Specification

## GRADE LEVEL 4 – REFER TO THE GRADE DESCRIPTORS

Essential      Desirable      Assessment Method

### Education and Training

Degree or equivalent higher professional qualification in a relevant field to specialism or be able to demonstrate substantial equivalent experience. (e.g. Teaching, adult education/training, community development, community & youth work, social work, change management, missiology)

X

A/Q

Formal theological training

X

A

A post-graduate degree in Theology or related discipline; Relevant teaching experience in an HE context, relevant tutoring supervision or mentoring experience and a university teaching qualification

X

A/Q

Experience in project management or organisational development and consultancy

X

A/I

Evidence of personal commitment to being a life-long learner

X

A/I

### Proven Abilities, Knowledge and Skills

Management of volunteers

X

A/I

Evidence of delivering work plans according to guidelines and agreed standards

X

A/I

Proven ability to form good working relationships with internal and external partners

X

A/I

Proven ability to work in an ecumenical context

X

A/I

Experience in designing and delivering high quality training/education, community development or mission activities for adults, children or young people

X

A/P

Ability to design and evaluate review processes

X

A

Ability to reflect theologically and enable other Christians to do so

X

A/I/P

High standard of written and oral presentation and consultancy skills

X

A/I/P

Ability to think strategically

X

A/I

Ability to use ICT systems competently and creatively

X

A/P

Use of DTP or PowerPoint, word processing and email

X

A/P

Experience of voluntary work in a variety of Christian contexts or other voluntary organisations

X

A

A good working knowledge of the Methodist Church and its systems

X

A/I

Ability to plan own work but also to collaborate flexibly with others and be able to adapt to complex and competing priorities

X

A/I

Ability to travel extensively within the region and occasionally beyond

X

A

Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A/I
An awareness and understanding of the particular issues and cultural context in the region or nation	X		A/P
<b>Personal Qualities</b>			
In sympathy with the ethos of the Methodist Church as expressed through <i>Our Calling and Priorities for the Methodist Church</i>	X		A/I
Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church	X		A
Professional and positive approach, with a commitment to professional development and self-improvement	X		A/I
Openness to and understanding of different theological approaches to mission	X		A/P
Member in good standing of a church in association with CTBI or equivalent	X		A

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation;  
G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

**Health and Safety:** The post holder will be subject to the Methodist Council's Health and Safety policy  
**Equal Opportunities:** The post holder will be subject to the Methodist Council's Equal Opportunities policy  
**Physical Conditions:** Home based office  
**Remuneration:** NLG4  
**Hours of Work:** Annualised hours of 1,820 per annum.

This is managed according to the 'Annualised hours policy for Methodist Council Employees'

**Holiday Entitlement:**

During the first to fourth years	25 days
During the fifth to ninth years	28 days
During the tenth and subsequent years	30 days

Plus Bank Holidays and an extra three days at Christmas and New Year.

**Sick Pay:** Entitlement in accordance with the Methodist Council's terms and conditions of employment

**Pension:** There is a contributory final salary pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme subject to certain provisions.

**Probationary Period:** Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally three/six months.

**Season Ticket:** Season ticket loans are available after the satisfactory completion of the probationary period.

### Job Description Content Agreement

**Agreed by Postholder:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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**Agreed by Line Manager:**

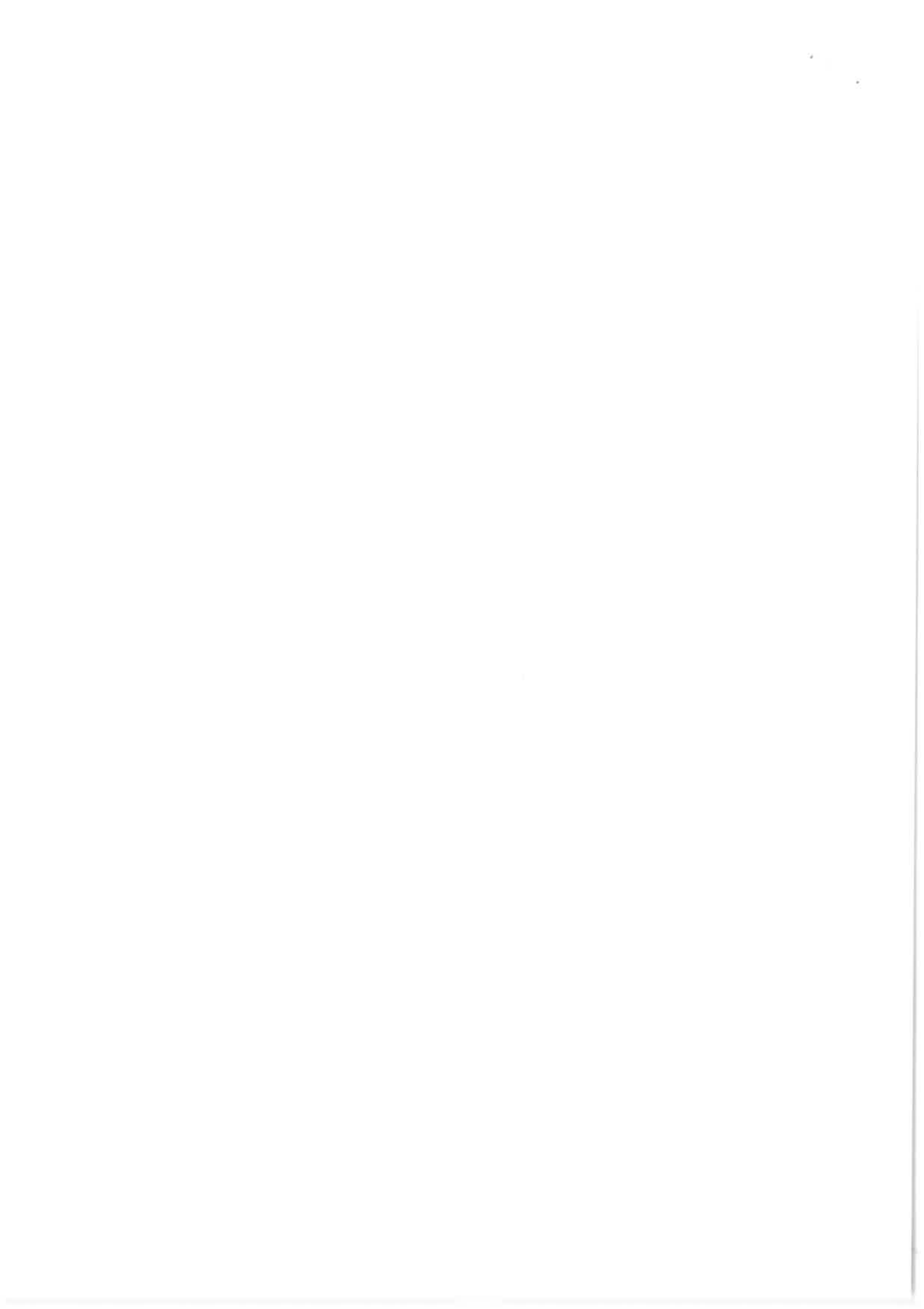
<b>Name</b>	<b>Signature</b>	<b>Date</b>
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**Agreed by Cluster Head:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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**Co-signed by HR & D Manager:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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## Supporting documentation

<b>JOB TITLE</b>	Learning & Development Officer	<b>GRADE</b>	NLG4
<b>REPORTS TO</b>	Learning & Development Coordinator	<b>LOCATION</b>	Home based
<b>CLUSTER</b>	Discipleship & Evangelism	<b>SECTION OR SUB-CLUSTER</b>	The Learning Network

ETHOS AND WORKING STYLE	
<p>The postholder is expected to embrace fully and advocate the ethos of the Methodist Church Connexional Team as expressed through <i>Our Calling</i> and <i>Priorities for the Methodist Church</i>, together with the collaborative and participative working style that underpins the Learning Network (LN), as expressed in the <i>Connexional Team Shared Values</i>.</p> <p><b>Working Style of all staff within the Learning Network:</b></p> <p>All staff within the Learning Network will:</p> <ul style="list-style-type: none"> <li>• Work collaboratively and flexibly to deliver the annual workplan, recognising and using each other’s particular abilities and strengths and those of others.</li> <li>• Promote the learning and development of the Whole People of God, recognising within this the importance of differing starting places, learning styles and approaches to change.</li> <li>• Develop and maintain a clear understanding of Our Calling ‘The calling of the Methodist Church is to respond to the gospel of God’s love in Christ and to live out its discipleship in worship and mission’.</li> <li>• Develop and maintain a clear understanding of the range of approaches within Methodism to this key area of work, recognising theological, linguistic and other sensitivities.</li> <li>• To embrace the diversity of the Methodist Church and be prepared to work beyond and across boundaries.</li> </ul> <p>The Learning Network is responsible for creating, championing, delivering and evaluating pathways, opportunities, programmes and resources that are:</p> <ul style="list-style-type: none"> <li>• accessible, contextual, responsive, well-communicated, coherent, comprehensive and excellent.</li> <li>• developed through interactive relationships and in dialogue with local communities – their diverse and continually developing contexts, needs and aspirations.</li> <li>• offered through a range of methods and in diverse contexts, including within and across Circuits and Local Churches.</li> <li>• emphasise and enable continuing (as well as initial) formation for a wide range of ministries in partnership with the Ministry Development Team within The Conference Office.</li> <li>• developed alongside and in partnership with ecumenical partners wherever possible.</li> </ul>	

## THE DISCIPLESHIP & EVANGELISM CLUSTER

The Discipleship and Evangelism Cluster exists to assist Local Churches, Circuits, and Districts in the formation of courageous disciples of Jesus Christ, who can nourish faith, spark new things, and share the love of God in the world. Recognising that Discipleship and Evangelism are to be found everywhere within the Church Cluster staff work to enable the deepening of the discipleship of those inside churches and stimulate fruitful engagement with those outside the church. They seek to develop fruitful partnerships to encourage and enable everyone in the Connexion to better fulfil their calling.

The Cluster is divided into the following work areas;

- Children, Youth, Young Adult and Family Ministry who equip and resource the Church to enable children, young people, young adults and families to respond to the gospel of God's love in Christ and live out their discipleship in worship and missions. They provide specialist skills and learning opportunities in a variety of ways and contexts. For example, live streamed conferences and The Well learning hub resources. The team work to create learning communities for those who are involved or interested in, children, youth, young adult and family ministry. They work ecumenically to develop and write resources and can recommend a portfolio of resources to equip ministry through, with, and alongside children, youth, young adults and families. Their remit is also to enable vocational exploration, and discipleship development through events such as Rise and Shine, One Programme, One Intern workplace placement programme, 3Generate and the 3Generate Local pack and Manifesto, and the 3Generate Reps Programme.
- Education & Chaplaincy, which offers a Director of Education who works with the Methodist Church's School Trusts to support work in the school sector, and with other partners in the life of the church and the education world to encourage our distinctive voice to be expressed and heard. And a chaplaincy officer supporting the work of chaplaincy, both in education and wherever chaplains are to be found.
- Evangelism & growth, this team is currently in formation. Crucial to this season of our work are recruiting staff and starting relationships across the Connexion. In this season of foundational formation, we are guided by three core questions:
  - How can we help **all Christians to be authentic evangelists?**
  - How can we deepen a culture of creating **new places for new people?**
  - How can we enable **existing churches to grow through centring in the Gospel and building vital community relationships?**

Currently staff offer resources and training in six different areas of discipleship; Bible Engagement, Spirituality, Theological Literacy, Vocational Exploration, Faith Accompaniment and Evangelism.

- Learning & development; the job of this team – based across the Connexion, is to equip and resource the Church through a wide range of contextually relevant learning and development opportunities delivered through the Learning Network. Sharing responsibility with others within the cluster, wider Connexional team and key stakeholders within the Districts, Circuits and Churches the Learning Network comprises of 11 Learning Network Regions. Each region has a regional coordinator and team of Learning & Development Officers with a variety of specialist skills, each of whom work across the Network but are aligned to a District. Priorities for learning and development are established through regional Learning & Development Forums. The aim of each Learning and Development Forum is to support Circuits in being places of lifelong learning and sharing, so as to encourage and inspire Methodist people in all aspects of their calling, in worship, caring, service and evangelism in response to God's love that they might live out their discipleship, so that the love of God can be made known.



## WORK AREAS

1. Working collaboratively with others as part of one or more communities of practice, to be an advocate and catalyst for learning and development.
2. As directed by the regional workplan, to develop, manage, implement and evaluate work relating to one or more of the following areas of work:
  - a. Ministry development (in partnership with the Ministry, Vocations and Worship team within the Conference Office)
    - ministry within its broadest sense as the ministry of the whole people of God
    - vocational discernment
    - Local Preachers' initial and continuing learning and development
    - Worship Leaders' initial and continuing learning and development
    - Continuing ministerial learning and development for presbyters and deacons.
  - b. Enabling the connexion, regions, districts, circuits and local churches to engage in processes of review and reorganisation for mission.
  - c. Enabling the local churches, circuits, districts, regions and connexion to engage in one or more of the following:
    - Chaplaincy development
    - Children, youth and families development
    - Other specialists areas of engagement e.g. third age, missing generation
    - Diverse and cultural congregations development
  - d. Deepening discipleship for the whole people of God
  - e. Enabling evangelism
  - f. Mission development
  - g. Methodist Pioneer Pathways

