



## BACKGROUND PAPER

### Mission Apprentice Co-ordinator Diocese of Birmingham



## About the scheme

In 2012 the Diocese of Birmingham, as part of its Transforming Church Initiative, is embarking on a two year scheme to place 6 or 7 Mission Apprentices to work alongside 6 or 7 clergy for 20 hours a week in 6 or 7 of our most deprived parishes. (They will be paid £10 000 per year each.) These churches will be in inner city multi-cultural areas, outer estates and other-faith majority areas. These include Aston Parish Church, St Christopher's, Springfield and St Boniface, Quinton and three or four others are in the process of being decided.

It is expected in most cases that the Apprentices will be existing members of these congregations who have a calling to help grow the church in deprived areas.

The aim of the scheme is to help these churches grow numerically as well as spiritually and, in the process, to learn whether there are any lessons about growth in these areas which might be of benefit to other churches in the diocese and to the national church.

The project has received generous funding from the Church Commissioners, the Transforming Church Fund, the Saltley Trust, the Mr Willatts' charity and, with the help of the Mission Apprentice Co-ordinator (MAC), we will continue to look for other sources of funding to enlarge the scheme and help it continue after the two years.

The project will be closely monitored and followed by its funding bodies and, as part of the in depth training programme (conducted jointly with Coventry Diocese), we are expecting to draw on the expertise of some of this country's top urban practitioners.

We are now recruiting for a vital post within this scheme which is that of Mission Apprentice Co-ordinator. This post will be pivotal to the success of the project and it is crucial that we find the right person for it.

## About the post

The Mission Apprentice Co-ordinator will be an experienced urban mission practitioner or someone experienced in education and training in urban contexts, would be employed for 10 hours a week for the duration of the project and for longer if funding can be sourced (it will be the responsibility of the MAC to help the steering group find such funding.) This could be an ideal post for a Priest wishing to share this post with a part time UPA parish post or a lay person with a track record of working in deprived areas and inspiring and mentoring others.

## About the process of applying

This Background paper is accompanied by a Job Description and a Person Specification. Prospective candidates for the position are asked to study all three documents carefully before sending in the following documents if they wish to apply:

- A copy of an up to date CV
- A letter (two sides of A4) explaining why you are interested in the post and why you think you would be suitable for it.
- The names and contact details of three referees (One of these must be your Vicar or, for ordained Candidates, your Area Dean, Archdeacon or Bishop)

Please send these to [Debbie@birmingham.anglican.org](mailto:Debbie@birmingham.anglican.org)

And if you have any queries please contact [andy@astonnechellscofe.org.uk](mailto:andy@astonnechellscofe.org.uk) or [Rhiannon@birmingham.anglican.org](mailto:Rhiannon@birmingham.anglican.org)

Please note that there is a occupational requirement for this post holder to have a strong Christian faith. (The successful Mission Apprentice Co-ordinator will be required to offer spiritual as well as practical advice to our Apprentices and Supervisors.)

Please note that the closing date for applications is **Noon on Friday Jan 20th 2012.**

Interviews for the post will be on **Thursday 2<sup>nd</sup> February 2012.**

And it would be important for the successful candidate, whatever their official start date, to be free on **Friday 10<sup>th</sup> February 2012** as this will be the day when we will be interviewing Mission Apprentices and it will be important to have the Mission Apprentice Co-ordinator involved in this.



## JOB DESCRIPTION

### Mission Apprentice Co-ordinator Diocese of Birmingham



### Specific tasks of this post include:

#### SET UP TASKS

1. Helping to recruit the Mission Apprentices in February 2012 (and subsequent cohorts if the scheme continues.)
2. Linking the Mission Apprentices with appropriate Parishes, where needed, and helping to negotiate the practical arrangements, e.g. finding suitable accommodation if needed, and acting as a families liaison person.
3. Helping to organise the Induction programme to the Diocese and to the scheme
4. Setting up a base for this piece of work (see later as to the location)
5. Helping establish a Council of Reference for the scheme.

#### ONGOING TASKS

1. Providing ongoing pastoral support to the Mission Apprentices (we have learnt from the Nehemiah Foundation that this may need significant time and is likely to prove crucial to the success of the scheme.)
2. Praying for the Mission Apprentices and the projects which they are involved with.
3. Helping to oversee and plan the training and development of each of the MAs over two years, taking an active part in the delivery of training with a team of others.
4. Liaising regularly with our Supervisors/Line Managers, encouraging best practice wherever possible and assisting in the delivery of the two day intensive training for Supervisors.
5. Liaising with any partners (e.g the Diocese of Coventry, the Saltley Trust, the Church Commissioners, the Transforming Church Team and the Near Neighbours team)
6. Meeting regularly with the Steering Committee to make every day decisions about the project and organising the Council of Reference meetings.
7. Undertaking research work alongside the programme to support monitoring and evaluation of the project.
8. Helping seek out resources of all kinds to aid the mission projects that the MAs are involved with.
9. Being the first port of call (after local clergy) for any emergencies/crises within the scheme.
10. Engaging theologically with the areas Mission Apprentices are involved with and bringing the fruit of that study to bear in the process.
11. Assist the steering group in securing additional funding for subsequent phases of the project and for increased hours for the MAC post if desired, so that, if successful, the good work may continue. This could be a vital part of the work.

#### REVIEW & EVALUATION TASKS

1. Organising annual reviews for each of the Mission Apprentices.
2. Liaising with Dr Ian Jones from the Saltley Trust
3. Capturing the learning experiences from the scheme and co-ordinating the writing of a report/book entitled something like 'Growing Churches in Deprived Areas.'
4. Organising a high profile Seminar at the end of the second year with Senior UPA practitioners, theologians, Bishops and Archdeacons to share what has been learnt from this initiative.

### When does the job start and what are the hours?

The post will ideally begin in late February/early March but there is some room for negotiation in this.

The post holder will be expected to work an average of 10 hours a week on an annualised hours basis so there will be flexibility over when those hours are worked, to take into account the demands of the job and the personal circumstances of the post holder. For example, in a week with a residential, the post holder may need to work 20 hours but in other weeks they may need to do little.

Please note, if funding can be found, we would like to increase the hours and consequently the remuneration of the post holder.

## How long is the post for?

There is currently funding until the summer of 2014. If the project is deemed successful, the post holder has met expectations and further funding has been secured, then there is a possibility that the post can be continued after this point.

## Who would the Mission Apprentice Co-ordinator report to?

The MAC would report to the Steering Group which would include:

- The Revd Dr Andy Jolley (Chair of the Steering Group)
- The Venerable Morris Rodham (Archdeacon Missioner- Coventry Diocese) (occasional member of the Steering Group)
- A Supervisor/Incumbent from one of the Outer Estate parishes involved
- A Supervisor/Incumbent from one of the Majority Other Religion parishes involved
- A Supervisor/Incumbent from one of the Inner-city Multi-cultural parishes involved
- 1 or 2 representatives from among the Mission Apprentices

The MAC's line manager would be the Revd Dr Andy Jolley

## Where would the job be based?

It is expected that the MAC would be based (from April/May time) at Cathedral Court (near Snowhill station in the City) where a desk in the brand new Diocesan Office would be provided though there is some room for negotiation here.

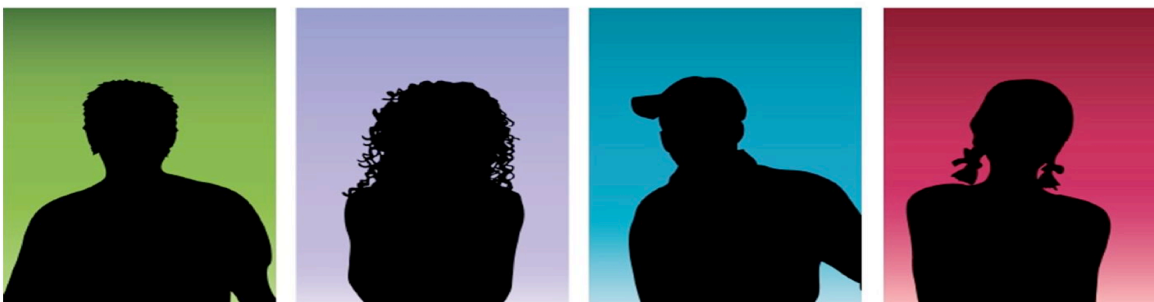
A laptop would be provided for flexible working.

## Terms and Conditions

- Salary: £6.5k per annum for 10 hours of work a week + a 12% pension contribution
- Work related journeys made from the diocesan office (Cathedral Court) would be paid at the current diocesan mileage rate.
- There would be 25 holidays per year pro rata in addition to bank holidays (which works out as 9 days pa)
- Maternity pay/Paternity pay and other employment conditions will be the same as other equivalent diocesan part time posts.
- Staff and volunteers are expected to act at all times with due consideration for others and in a manner befitting their position as representative of the scheme and of the Diocese.
- Equal treatment amongst people from diverse backgrounds and with diverse perspectives is central.
- All diocesan staff who have regular contact with children or vulnerable adults are required to undergo a CRB check.

## Timeline for the first year

Jan 20 2012	Closing Date for Applications
Feb 2 2012	Interviews for shortlisted candidates
Feb 10 2012	Mission Apprentices interviewed
Mid to late Feb	Mission Apprentice Co-ordinator begins work
March 2012	Mission Apprentices begin work
Date tbc	Induction Residential





## PERSON SPECIFICATION

### Mission Apprentice Co-ordinator

### Diocese of Birmingham



The post of Mission Apprentice Co-ordinator in the Diocese of Birmingham is a key role. The person filling it will:

#### Skills and Aptitudes

- Be able to demonstrate aptitude and a track record in project development and delivery
- Have the ability to support the learning of others, particularly those from a non-book culture
- Have the ability to undertake qualitative and quantitative research (eg through simple surveys, interviews etc)
- Have good presentation skills
- Demonstrate the ability to build networks and positive relationships with individuals, churches and community groups
- Be proficient in using office suites such as Microsoft Office and the Internet
- Be an efficient worker, returning emails as quickly as possible and able to organise themselves well and take initiatives.
- Have good communication and be a 'good public face' of the Mission Apprentice Scheme
- Be able to operate at a strategic level (desirable but not essential)
- Be able to inspire, mentor and develop Apprentices both educationally and spiritually

#### Knowledge and Experience

- Demonstrate knowledge and understanding of a deprived parish setting and the struggles and joys of working in such areas.
- Have a demonstrable record of openness, reflection and involvement with marginalised people.
- Ideally have experience of working in either the faith, voluntary, charitable or community sector

#### Personal Attributes:

- Have a strong Christian faith and be in sympathy with the ethos of the Church of England
- Have a heart for growing the Church, and ideally some experience of growing an area of church life
- Demonstrate good pastoral and listening skills
- Be able to work well on their own and also with a team
- Be able to relate well with a diverse range of people and engage with different views
- Be able to work flexibly on a range of project related tasks with energy and enthusiasm
- Be able to work collaboratively
- Be able to travel widely within Birmingham and Coventry dioceses.
- Be prepared to undertake training as required
- Be prepared to make time for 2-3 short residentials a year

If you have any queries please contact the Revd Dr Andy Jolley on [andy@astonnechellscofe.org.uk](mailto:andy@astonnechellscofe.org.uk)

