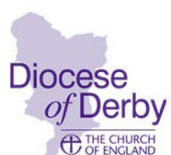


Growing Younger Communications Officer

Application Pack



Transformed Lives | Growing Church | Building Community
THE KINGDOM OF GOD - GOOD NEWS FOR ALL

The Role

The **Growing Younger Communications Officer** will play a pivotal role in supporting our diocesan vision by focusing on communication and resource development for children, young people, and families (CYF). This part-time role is based at Church House, Derby. Hybrid working is available. This role will ensure that our mission to grow a younger church is effectively communicated and supported across the diocese. The role will work alongside the Growing Younger Strategic Lead in supporting and encouraging children's, youth and families' ministries across the diocese.

What's in it for you?

| | |
|------------------------|---|
| Salary: | £25,048 pro rata (£10,735 for 15 hours) |
| Working hours: | 15 hours per week |
| Contract type: | Permanent |
| Annual leave: | Full time holiday entitlement - 38 days including statutory bank and public holidays. This includes 5 discretionary days paid leave as determined by the DBF. For part-time staff the total holiday entitlement will be calculated based on the number of hours worked. |
| Pension: | Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance. |
| Life Assurance: | 2 x annual salary (subject to pension enrollment in the church pension fund) |

Who we are looking for

The post holder will have:

- Previous experience in communications, particularly within a church or nonprofit setting. A passion for supporting and growing youth and children's ministries.
- A commitment to the vision and values of the Diocese of Derby and the Church of England.
- Creativity, enthusiasm, and a proactive approach to problem-solving.
- Proven ability to develop engaging content and manage digital resources.
- Ability to understand, interpret and communicate the nature and purpose of different CYF ministry resources, training, and job opportunities.
- Strong generalist administrative skillset e.g. multi-tasking, organising of priorities, and maintaining confidentiality.
- Proficiency in using digital tools and platforms for communication and resource management (e.g. Canva).
- Ability to work collaboratively as part of a team and independently

About the Diocese of Derby

The Church of England operates through 42 dioceses each under the leadership of a Diocesan Bishop. The Diocese of Derby covers almost all the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of over a million people.

Within the Diocese there are 235 parishes and, around 325 church buildings, 111 schools and around 170 houses.

The Diocesan Vision is:

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We will deliver this vision through deepening our relationship with God, making new disciples, serving our local contexts and challenging injustice, whilst prioritising being greener, younger, more diverse and those living in economic and social deprivation.

The Diocese of Derby has been working for several years to encourage collective and individual actions intended to help combat climate change. In response to the challenge laid down by General Synod in February 2020 to ramp up efforts to reduce emissions and take urgent steps towards net zero carbon by 2030, Derby Diocesan Synod voted in November 2023 to support the declaration of a global climate crisis and back this aspiration. The importance of supporting churches, parishes and schools in resourcing changes to achieve Net Zero Carbon ambitions has resulted in the creation of this role.

Diversity Statement

As an equal opportunities' employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

We are a Disability Confident Employer. If you have a disability or neurodivergent condition that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made. We are also able to provide support for your application process.



Duties and Responsibilities

Key Responsibilities

1. Growing Younger Communications:

- Prepare and distribute mailings to church youth and children's leaders, both paid and volunteer, clergy and other key stakeholders within the diocese
- Ensure communications are engaging, informative, and aligned with our diocesan vision and strategy.
- Share resources, ideas, stories, children's and youth ministry vacancies and training opportunities in a concise and effective manner.
- Collaborate with the diocesan communications team and the head of communications to deliver the most effective and engaging materials across various means including social media, diocesan and church websites and e-mailings.

2. Online Resource Development:

- Collate and curate youth and children's ministry resources from across the country and the world, including those produced by other dioceses, parachurch organisations, individual churches, etc
- Develop and maintain the online resource hub on the diocesan website for schools, youth, children's and family's ministry resources.

3. Good News Stories:

- Work with colleagues to identify and communicate good news stories from across the diocese and the wider Church of England.
- Create content that positive CYF ministry initiatives where lives are being transformed, church-grown and communities built.
- Collaborate with the communications department to regularly produce videos and articles of good news stories from across the diocese.

4. Team Collaboration:

- Work closely with the Mission, Evangelism, and Parish revitalisation team.
- Contribute to team discussions and strategies and work with colleagues to enable collaboration between our various Mission Partnership Initiatives and our CYF ministries.
- Attend weekly meetings at Church House in Derby and monthly joint meetings with the People and Ministry Development department, and quarterly whole DBF gatherings.

5. Support for Parishes

- Serve as the first point of contact for parishes seeking support in developing their ministry with children, young people, and families
- Provide a signpost to resources, and encouragement to help parishes achieve their CYF ministry goals.
- Collaborate with the Growing Younger Strategic Lead and deanery growing younger champions to organise training events tailored to the needs of specific areas.

General Responsibilities

The post holder will comply with all standards, policies and procedures set by the Parish Support Team, in the Diocese of Derby including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- support the ethos, aims and objectives of the Church of England and the Parish Support Team, in the Diocese of Derby;
- keep up to date with developments in their area of work;
- participate in performance management and appraisal;
- engage in training and continuous professional development activities.

The post holder will be required to travel across the Diocese and to meetings in other locations.

The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Parish Support Team, in the Diocese of Derby, following appropriate consultation.

Key Relationships

| Internal | External |
|------------------------------------|--------------------------|
| Growing Younger Strategic Lead | Growing Faith Foundation |
| Growing Younger Champions | Parachurch organisations |
| Growing Younger Resourcing Officer | |
| Diocesan Comms Team | |
| Archdeacons | |
| Assistant Area Deans | |
| Area Deans | |

Person Specification

| Criteria | Essential | Desirable |
|-----------------------------|--|---|
| Qualifications | Experience in communications, particularly within a church or nonprofit setting. | |
| Experience | <p>Proven ability to develop engaging content and manage digital resources.</p> <p>Ability to understand, interpret and communicate the nature and purpose of different CYF ministry resources, training, and job opportunities.</p> | Experience working with youth and children's ministries. |
| Skills and Knowledge | <p>Strong written and verbal communication skills.</p> <p>Excellent organisational and time management skills.</p> <p>Strong generalist administrative skillset e.g. multi-tasking, organising of priorities, and maintaining confidentiality.</p> <p>Proficiency in using digital tools and platforms for communication and resource management (e.g. Canva).</p> <p>Ability to work collaboratively as part of a team and independently.</p> | |
| Personal qualities | <p>A passion for supporting and growing youth and children's ministries.</p> <p>A commitment to the vision and values of the Diocese of Derby and the Church of England.</p> <p>Creativity, enthusiasm, and a proactive approach to problem-solving.</p> | A knowledge and understanding of the different ministry contexts and traditions within the Church of England. |