

National Coordinator, Inclusive Church

Application Pack, June 2024

The **Inclusive Church Network** is an educational charity promoting an inclusive interpretation of the scriptures and commending the values of social justice.

The network trustees seek a Coordinator to implement the strategic intent of the organisation. The aim of the post is to coordinate the work of Inclusive Church throughout the UK to ensure that the tradition of inclusion and diversity is celebrated and maintained.

Who can apply?

- Any practising Christian over the age of 18 can apply.

How to apply?

- Email a covering letter and CV to chair@inclusive-church.org

This information pack will guide you through

- our vision and values
- the role and responsibilities
- the recruitment process

Thank you for your interest – we look forward to hearing from you!



Inclusive Church (IC) is a registered educational charity (no 1102676) and an ecumenical network of churches, groups and individuals uniting together around a shared vision. IC work with a network of supporters, members, ambassadors and partner organisations. The charity is run by a Board of trustees who are a mix of independent trustees and those nominated by our partner organisations.

Our Objects

According to our constitution (available online under Policies), the Charity's objects are:

1. To advance the Christian Faith for the benefit of the public in accordance with the Inclusive Church Statement (below);
2. To advance the education of the public in understanding the practice and effects of the Inclusive Church Statement (below).

The Inclusive Church Statement

"We believe in **inclusive church** – a church which **celebrates and affirms every person** and does not discriminate.

We will continue to challenge the church where it continues to discriminate against people on grounds of **disability, economic power, ethnicity, gender, gender identity, learning disability, mental health, neurodiversity, or sexuality.**

We believe in a Church which **welcomes and serves all people** in the name of Jesus Christ; which is scripturally faithful; which seeks to proclaim the Gospel afresh for each generation; and which, in the power of the Holy Spirit, allows all people to grasp how wide and long and high and deep is the love of Jesus Christ."

Aim: to coordinate the work of the Inclusive Church network, ensuring that the tradition of inclusion and diversity is celebrated and expanded.

Responsible to: The board of trustees (and its delegated line-manager; usually the Chair)

Responsible for: those in volunteer roles for the organisation; the administrative clerk.

Main Tasks

1. Working with others to coordinate implementation of the agreed strategy of Inclusive Church as developed by the trustees, including:
 - a. To represent and be the public face of the network in a range of contexts e.g. speaking, writing, and being the initial point of contact for Inclusive Church.
 - b. Influencing Church policy-making at local, regional and national level including inside denominations' governing bodies and national offices.
 - c. Working to ensure that the aims and objectives of Inclusive Church are widely publicised, and that Inclusive Church has a strong presence across various forms of media and social media.
 - d. Developing, resourcing and supervising our network of ambassadors.
 - e. Organising national events to promote Inclusive Church (e.g. the Annual General Meeting and Lecture); and resourcing ambassadors and network churches to bring local supporters together.
 - f. Working closely with Inclusive Church's partner organisations; networking to develop links with like-minded organisations, ecumenical and church bodies.
 - g. Producing resources for inclusive theological education, and other materials.
2. To ensure that the database of members and supporters is kept up to date, and on behalf of the trustees to ensure compliance with data protection policies and legislation.

3. To maintain and develop Inclusive Church's electronic communications, including the website and newsletters.
4. To ensure, with the Hon. Treasurer, that regular donations from supporters are solicited and acknowledged; seeking additional funding from external sources for project work as appropriate.
5. To service and support the activities of the Board of Trustees.
6. Any other duties as may reasonably be required by the Board of Trustees.

Hours and remuneration: 21 hours per week (60% full time equivalent) to be worked flexibly in the light of job requirements. Salary £41,580 p.a. pro rata, plus statutory pension arrangements through NEST, or equivalent. Expenses paid. Flexible arrangements can be made for storage and office accommodation.

This post involves travel throughout England, flexibility and creative ways of working.

Holiday entitlement is 14.5 days per year plus statutory holidays pro rata (i.e. 5 per year).

Management: The post holder is line managed and supported by one of the trustees, and accountable to the trustees of IC.

This post is subject to enhanced disclosure from the DBS.

This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

This is a fixed term post for one year. During this year the board will be developing strategy for the next 3 years and recruiting staff to deliver it. Three months probationary period.

Completed on-line applications (CV with covering letter) should be returned to chair@inclusive-church.org by noon on 30 June 2024.

Interviews will be held online by video conference (zoom) on 8 July 2024.

Person Specification

Essential qualities

- A Christian committed to the aims of Inclusive Church and in active membership of a church community.
- Evidence of an understanding of the theological issues underpinning the aims of Inclusive Church.
- Excellent communication skills.
- Evidence of sound IT skills (training may be available for the successful candidate in developing these further). Familiarity with online office systems (such as Office 365 and/or Google Workspace) and video conferencing (such as Teams or zoom).
- Evidence of the ability to work constructively and communicate effectively outside an organisation, including by use of social media.
- Evidence of the ability to evaluate work and respond creatively to changing circumstances.
- Evidence of the ability to develop, nurture and supervise a volunteer base.
- Evidence of the ability to identify, or produce and develop, effective publications and resources.
- Evidence of the willingness and ability to arrange an effective presence for Inclusive Church at external events, including online.
- Evidence of self-motivation, self-awareness and discernment; the ability to work independently and as part of a team, including facilitating teamwork, internally and with partners.
- Ability to work alone, and a willingness to work flexible hours.
- Evidence of the ability to plan and organise events successfully.
- Capacity to travel as necessary.
- Financial literacy with the ability to work to agreed budgets.

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Desirable qualities

- Active membership of a church associated with Churches Together or the Evangelical Alliance (or otherwise involved in another network of accountability).
- Evidence of working knowledge of data management and CRM systems.
- Evidence of previous successful experience of identifying funding opportunities.
- Familiarity with our partner organisations and wider church ecosystem.