

## **Blackburn Diocesan Board of Finance Ltd**

### **Job Description**

<b>Job Title:</b>	Prayer Enabler and Vision Support Officer
<b>Salary:</b>	£28,018 (FTE)
<b>Hours:</b>	21- 28 hours per week (hours to be agreed with successful candidate)
<b>Location:</b>	Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE
<b>Responsible to:</b>	Director of Vision Delivery/Deputy Diocesan Secretary
<b>Responsible for:</b>	Supporting and convening the new Prayer Enablers; Support to various aspects of the delivery of the new diocesan vision

## **1. Background**

### *Vision:*

In November 2026, we are excited to be launching the new vision for the Diocese of Blackburn following an eighteen-month discernment process. Our new diocesan vision is that we will be:

### **Joyful Followers of Jesus**

*Seeing lives changed and communities filled with hope through:*

- Knowing Jesus
- Sharing our Faith
- Loving our Neighbour
- Inspiring Young People
- Forming Christ-like Leaders

To be 'Joyful Followers of Jesus' is a faith-filled vision that challenges each of us both individually and corporately as its delivery wholly depends on our reliance and relationship with Jesus Christ. Believing that as we grow as Joyful Followers of Jesus, we will see lives changed and communities transformed across Lancashire.

### *Prayer Enablers:*

The new diocesan vision, Joyful Followers of Jesus, is grounded in the conviction that unless we depend on God in prayer, we will be labouring in vain. We are committed to further

elevating and deepening levels of prayer such that we are both corporately and individually listening to God's guidance and aligning our will with His, confessing where we get things wrong, asking for His help and provision and being shaped and formed spiritually.

To help to elevate levels of prayer, under the new vision all parishes are encouraged to appoint one or more lay members to be a 'Prayer Enabler' whose role will be to enable an elevation of prayer for their parish. The hope is to further stoke the 'boilers' across the diocese, inspired by Charles Spurgeon's story:

*"Charles Spurgeon, the 19th-century English preacher, was known as the "Prince of Preachers." It is not an exaggeration to say that thousands came to Christ through His preaching. A group of young ministers came one day to visit his church. After showing them the massive sanctuary, Spurgeon offered to show them his "boiler room." The guests were not interested because boiler rooms were not pleasant places to visit. They were hot and dirty; usually located down in the basement. In Spurgeon's time, steam was the power source of the day; boiler rooms were the powerhouses, the driving forces of everything. Spurgeon led the young ministers down to the basement where they found about one hundred people in prayer. "This," Spurgeon said with a smile, "is my boiler room." Whenever Spurgeon was asked the secret of his ministry he always replied, "My people pray for me.""*

*Taken from: [Why is it called the Boiler Room? - 24-7 United Prayer](#)*

The new Prayer Enablers will help the clergy and PCC to ensure that their parish's prayer 'boiler room' is fired up and that there is regular and fervent prayer for the vision and plans of the church(es), growth, services and events, the clergy and lay leadership, local school(s); specific opportunities and challenges in the local community. The new Prayer Enablers will encourage a posture of listening to God so that prayers are aligned with His guiding. Inspired by Jesus' model that prayer flows from hearing the Father's will, "The Son can do nothing by himself... he can do only what he sees his Father doing." John 5 (19).

How each Prayer Enabler supports their parish will be determined by their context and worked out in consultation with their Incumbent and PCC such that prayer across the rich fabric of church traditions flourishes.

## **2. The Context**

### **The Diocese of Blackburn**

The Diocese of Blackburn is celebrating its 100th anniversary this year having been founded in 1926. It serves almost the whole of the county of Lancashire, covering an area of 930 square miles. It is divided into 14 deaneries and two archdeaconries (Blackburn and Lancaster). The Diocese has 170 benefices, 224 parishes and 278 churches.

The Diocese covers an area of extraordinary variety, from the stunning countryside of the Trough of Bowland to the former mill towns of East Lancashire, from the University cities of Preston and Lancaster to the seaside towns of Blackpool and Morecambe. It is also socially and ethnically diverse. The Diocese of Blackburn has 190 church schools (including 10 CofE High Schools) making us one of the biggest dioceses for church school education in the country.

We have parishes of all church traditions and are strongly committed to the principle of mutual flourishing which is lived out very generously across the diocese.

### **3. The Purpose of the Role**

The purpose of the 'Prayer Enabler and Vision Delivery Support Officer' is twofold:

- i) To set up, convene, support and inspire the new Prayer Enabler network, providing guidance and advice to clergy and PCCs in relation to appointing Prayer Enablers. To then creatively develop both resources, social media connections and events to support the Prayer Enablers such that a new layer of prayer support is established across the Diocese of Blackburn.
- ii) To support the wider delivery of the diocesan vision through coordinating prayer, coordinating the logistics and administration in relation to vision events and launch materials, identifying and sharing stories relating to the impact of the vision and supporting the Director of Vision Delivery with all aspects of her work. These tasks will involve contact with members of the Bishop's Leadership Team, colleagues across Clayton House, close liaison with the Diocesan Communications Manager and frequent interaction with ordained and lay representatives of parishes across the diocese.

### **4. Key responsibilities**

#### **a. Prayer Enablers**

- Encourage and support parishes in the appointment of Prayer Enablers, ensuring each appointment is acknowledged and the individual welcomed to the network; maintaining the database of contact details for the Prayer Enablers on the Contact Management System (CMS).
- Create and populate a webpage on the diocesan website providing ideas and inspiration for parishes to elevate prayer in all church traditions which can be used to resource the roles of the new Prayer Enablers.
- Organise regular in person and online events to enable Prayer Enablers to meet up and receive inspiration and support around prayer.
- Arrange other opportunities for Prayer Enablers to network including through social media.
- Be available to answer questions from Prayer Enablers and to provide advice and support, directing them to the Discipleship Team and its resources as appropriate.
- Contribute to 'Blackburn Diocese Prayers' – a daily prayer bulletin highlighting prayer points for the diocese relating to the vision, parishes, schools, events and our link dioceses.
- Enable the coordination and promotion of stories of answers to prayer.
- Arrange, coordinate and promote diocesan prayer events eg Half Nights of Prayer.
- Be an advocate and champion for elevating levels of prayer.

## b) Wider Vision Delivery

- Coordinate events and the publication of promotional material in relation to the launch of the new vision and its delivery.
- Ensure that the vision related pages of the website are kept up to date.
- Highlight, source and write up stories relating to the new diocesan vision, liaising closely with the DBF and DBE Digital / Communications teams in relation to what is helpful.
- Arrange a bi-monthly vision coordination meeting (to be chaired by the Director of Vision Delivery)
- Arrange the annual deanery 'Missional and Financial Flourishing' (MFF) meetings.
- Arrange weekly prayer times at the diocesan office and lead these prayer times as appropriate.
- Ensure an efficient filing system for Vision and MFF-related documents.
- Project manage other projects related to vision delivery as appropriate.
- Support the Director of Vision Delivery/DDS with diary management and arranging meetings.

## Key relationships

### Office

- 1) Director of Vision Delivery/DDS
- 2) The Discipleship Team – particularly those involved in providing support to growing in confidence in prayer
- 3) DBF colleagues

### Parishes

- 1) Prayer Enablers
- 2) Incumbents, PCCs and Lay Leaders

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Good level of general education – GCSE at English and Maths (or equivalent).</li></ul>	<ul style="list-style-type: none"><li>• Commissioned as a Licensed Lay Minister or Authorised Lay Minister.</li></ul>

	<ul style="list-style-type: none"> <li>• A foundational understanding of Christian theology and core biblical teachings.</li> <li>• Lay leadership experience.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of different approaches to prayer (drawing on different church traditions) and the capacity to inspire others with enthusiasm for the value and impact of prayer.</li> <li>• Excellent interpersonal skills, able to form effective working relationships and to communicate well with colleagues across the diocese on the telephone, via email and face to face.</li> <li>• Strong administrative and organisational ability, able to plan ahead, coordinate diaries and make sure that policies and procedures are followed and deadlines met.</li> <li>• Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, Powerpoint, Teams, Outlook.</li> <li>• Written communication skills, ability to draft correspondence in a courteous, clear and concise style.</li> <li>• Ability to deal with queries on own initiative.</li> <li>• Confident in using Facebook and other social media channels or willing to learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the structure of the Church of England – its parishes and deaneries.</li> <li>• Event planning experience</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A person of prayer, sensitive to the leading of the Holy Spirit.</li> <li>• A hopeful character with a natural posture of wanting to encourage others.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in the life of an Anglican parish</li> </ul>

	<ul style="list-style-type: none"> <li>• A passion for spiritual and numerical growth, to see more and deeper followers of Jesus.</li> <li>• A strong desire to serve the church Lancashire.</li> <li>• Someone who takes real delight in the breadth of the Church of England with a genuine appreciation of the Five Guiding Principles and the willingness to work sensitively in diverse cultural and theological contexts.</li> <li>• A committed and communicant member of a Christian church recognised by Churches Together in England.</li> <li>• Flexibility to work occasional evenings and weekends.</li> <li>• A full driving licence.</li> </ul>	
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***Because this role involves leading others in Christian prayer, it is an occupational requirement that the post-holder is a practising Christian, in accordance with Schedule 9 of the Equality Act 2010.***

### **Outline of Terms and Conditions**

**Employer:** Blackburn Diocesan Board of Finance

**Contract type:** Fixed term until 31<sup>st</sup> December 2030 (this is a funded post).

**Salary:** £28,018 (FTE)

**Hours:** This is a part-time role based on a 21- 28 hour working week (working days to be agreed with the successful candidate). The post holder will be required to work occasional additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours, which will include evenings and occasionally weekends.

**Location:** The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role will require travel around the diocese, and sometimes beyond. A smartphone and laptop will be provided to assist remote working.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

**Annual leave:** The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Additional discretionary days (non-contractual) may be given between Christmas and New Year.

**Probationary period:** The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period four weeks' notice is required on either party. Thereafter you will be required to give twelve weeks' notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Benefits:** Available here: [Our Benefits](#)

**Right to work:** The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**

For an informal conversation regarding this post please contact: Carolyn Barton, Director of Vision Delivery & Deputy Diocesan Secretary – [carolyn.barton@blackburn.anglican.org](mailto:carolyn.barton@blackburn.anglican.org)

Closing date: Sunday 19<sup>th</sup> July  
Interview date: w/c Monday 3<sup>rd</sup> August