



Blackburn Diocesan Board of Education

Job Description

Job Title:	Ignite Team Mentor and Operation Assistant – Ignite Project Children and Youth Lancashire
Salary:	£19,030.91 per annum
Hours:	21 hours per week, 3 days per week
Location:	Clayton House, Walker Office Park, Blackburn, BB1 2QE
Responsible to:	Project Manager – Ignite Project Children and Youth Lancashire

1. Background

Blackburn Diocese (The Church of England in Lancashire) has embarked on a fresh and exciting missional strategy supported by a substantial grant from the national Church of England Strategic Mission and Ministry Investment Board. In June 2024, £25.5 million was awarded for a programme of renewal in the Diocese over nine years, with £12 million in the first phase and £13.5 million (agreed in principle) for two more stages of work and subject to evaluation of progress. The grant application requested investment between 2024 and 2030 for a variety of themes to catalyse growth across our churches. One of the themes relates to becoming a 'church that reflects the communities it serves'. In delivering this goal, the aim is for churches across the diocese to become 'younger' through developing youth and children's ministry. Over a period of three years, 30 youth and children's leaders (Ignite Leaders) will be employed by parishes on permanent contracts to lead this work.

The 'Ignite Team Mentor and Operation Assistant' role is funded through the Diocese grant and will work under the Ignite Project Manager to play a vital role in supporting the Ignite Leaders in their roles. The Ignite Leaders' focus will be on nurturing and discipling children and young people in alignment with the Diocese of Blackburn's vision. The Ignite Leaders will hold and support regular worship accessible to youth and families, enable growth in leadership, and develop effective partnerships between churches and schools. The Ignite Team Mentor and Operations Assistant will support and mentor the Ignite Leaders in their roles, guiding and coaching them in working within their own parish context as well as supporting the continued development of central training and networking through monthly 'Forge' days.

Main Responsibilities:

Prayer:

- To lead/arrange prayer sessions with the Parishes, Ignite Team and other leaders.
- To support with spiritual direction for the Ignite Leaders in the Parish

Pastoral/Mentoring Support:

- Conduct regular parish visits to mentor and pastorally support the Ignite Team workers to ensure effective communication and support
- Be pastorally available for Ignite Leader, offering guidance and support
- Take every opportunity to coach Ignite Leaders
- Mentor Ignite Leaders under their care, to continually evaluate and improve effective delivery of the project
- Identification of training needs and help facilitate as needed
- Meet twice a year with the Local Line Manager as well as the Leader for progress report (together with the PM x1 a year)

Networking of Ignite Team workers:

- Organise and participate in meetings with project manager, Ignite Leader and their local parish line managers once a year
- Support and coach Ignite Team through their qualifications
- Manage the virtual support group, facilitating discussions and providing pastoral and coaching support as required

Event Organisation:

- Organise and attend as mandatory, the monthly team meeting for all parish and centrally based Ignite Team
- Organise and coordinate the annual celebration of the project with senior Diocesan staff
- Support organisation and coordination of wider events across the diocese to support Ignite Leaders
- Facilitate ongoing support of events across the workers
- Organise annual Ignite Team residential retreat for spiritual and training nourishment

Training, Facilitation and Support:

- Assist the facilitated training for parishes on overseeing and managing their own recruitment and teams in the future.
- Assist the facilitated training by coaching for local line managers
- Assist in facilitating the monthly Team Day, fostering a positive and collaborative team environment
- Work closely with the other Ignite Team Mentor and Operation Assistant to provide mentoring and support for the whole team on an individual and team level

Data collection

- Regularly visit team in parish to monitor KPIs
- Record KPIs of each parish initiative
- Together with the Ignite Project Manager keep the data updated and analyse the effectiveness of the project in each parish reacting to any issues
- Liaise with each Ignite Leader regularly to reflect on progress and mentor in effectiveness to build the ministry up in each location
- Under the direction of the Project Manager, liaise with the local line managers and incumbents annually, and meet line managers with Ignite Leader twice a year to update the KPIs and to agree any changes and improvements needed to better meet KPIs.

Person Specification

Essential	Desirable
Qualifications, Knowledge and Experience	
<ul style="list-style-type: none"> • Educated to degree level (or equivalent experience) • Practical experience in providing mentoring and coaching, preferably in a youth or community setting. • Ability to deliver effective training sessions for stakeholders • Proven track record and wide experience of supporting or growing a Children's, Youth or Families Ministry within a church setting • Knowledge of Safeguarding policies with children and young people • Good knowledge and experience of using a wide range of media. • A valid UK driving licence. 	<ul style="list-style-type: none"> • Familiarity with Church of England practices and theology across a wide range of traditions • Qualification in children or youth ministry
Passion for Diocese of Blackburn Vision	
<ul style="list-style-type: none"> • Commitment to and understanding of the Diocese of Blackburn's vision, particularly in inspiring and discipling children and young people for Christ. • A personal passion for nurturing and growing the faith of children and young people and clear experience in this area. 	
Personal Qualities and Skills	
<ul style="list-style-type: none"> • A person of prayer, sensitive to the leading of the Holy Spirit • A practicing Christian involved in a regular worship in a church with theology compatible with the Church of England • Strong interpersonal and communication skills to effectively engage with Ignite Leaders and stakeholders • Ability to deliver coaching and training for local line managers and workers • Excellent organisational skills, with the ability to coordinate events and meetings. • Ability to provide effective pastoral support and guidance. • Good organisational skills and the ability to organise their own time and prioritise effectively • Proficient in administrative tasks and providing assistance to the Project Lead • Availability on some evenings and weekends 	<ul style="list-style-type: none"> • Ability to build and maintain strong relationships with churches, PCCs, and other stakeholders. • Strong events management experience

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Education

Salary: £19,030.91 per annum

Contract: Fixed Term until 31st December 2030

Hours: This is a part-time role based on a 21-hour working week, but the post holder may be required to work 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 may include evenings and weekends; ideally this will be taken as flexible working.

Location: The post holder will be based at the Blackburn Diocese Board of Education, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can 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.

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 six months' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates

Employee Assistance Programme: Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

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