

JOB TITLE: BAME Development Enabler
GRADE: Band K
EMPLOYER: Oxford Diocesan Board of Finance (ODBF)
DEPARTMENT: Department of Mission
LINE MANAGER: Director of Formation for Ministry
ACCOUNTABLE TO: Director of Formation for Ministry and Director of HR and Safeguarding
RESPONSIBLE FOR: N/A
LOCATION: Church House Oxford, Langford Locks, Kidlington
JOB TERM: 3-year fixed term contract

ODBF's Christian vision, ethos and principles underpin all aspects of the way the Board runs. The post-holder must be committed to the ODBF's principles and values as well as support the Common Vision - Becoming A Christ-like Church process by which the Diocese of Oxford is exploring together what it would mean for our Church to be more like Christ - more Contemplative, Compassionate and Courageous. Background information on the process to date is available at <https://www.oxford.anglican.org/mission-ministry/our-common-vision/>

JOB PURPOSE:

To encourage, support and promote BAME vocations, participation and representation at all levels in the Diocese of Oxford through working with others to identify existing barriers to ministry and employment, positive action mechanisms and to develop creative approaches to achieve and sustain this.

PRINCIPAL ACCOUNTABILITIES (*proportions approximate and will vary depending on the needs at the time*)

1.	To support the Diocese of Oxford to increase the number of vocations to ordained and lay ministries from black, Asian and minority ethnic people	30%
2.	To support the Diocese of Oxford in addressing under-representation of BAME people by ensuring that they are positively supported in their personal and professional development	30%
3.	To enable the Diocese of Oxford to visibly exemplify best practice by promoting a better understanding of racism, racial issues and cultural diversity and provide consultancy and advice to senior leadership in this area	25%
4.	To support the developing community of BAME Anglicans across the Diocese of Oxford through the formation of BAME clergy and lay chapters	10%
5.	To undertake wider agreed tasks that support the work of the department and their own professional development	5%

DUTIES AND RESPONSIBILITIES

1 To support the Diocese of Oxford to increase the number of vocations to ordained and lay ministries from black, Asian and minority ethnic people by:

- working closely with other colleagues as relevant to identify and adopt initiatives that address the Socio-cultural, Structural-Institutional, and the Knowledge-Information barriers to BAME people
- enabling BAME representation on key clergy and central staff appointments panels
- outlining for the Diocesan Bishop and his staff, the barriers to BAME vocations (recruitment, retention, and progression) and recommending creative solutions to be deployed across the Diocese
- In line with statutory provision and HR best practice, influencing and initiating necessary Positive Action Mechanisms to overcome the identified barriers.

2 To support the Diocese of Oxford in addressing under-representation of BAME community by ensuring that they are positively supported in their personal and professional development through:

- Working with others to spot BAME candidates for leadership development
- Setting up coaching and mentoring systems and tailoring provision to support each person's individual needs
- Encouraging all BAME clergy/leaders to have a Personal Development Plan and mentor
- Active promotion and funding of opportunities to attend learning communities (e.g. Bishop Wilfred Wood Leadership Programme, Windsor Leadership Programme, Young Priest Theologians Network, SLDP)
- Working with BAME clergy and LLM's to identify training needs and provide support in finding funding to participate
- Addressing any complex barriers to employment, identify transferable skills and alternative career pathways

3 To enable the Diocese of Oxford to visibly exemplify best practice by promoting a better understanding of racism, racial issues and cultural diversity and provide consultancy and advice to senior leadership in this area

- Ensure Unconscious Bias training:
 - maps well with the identified participation barriers
 - is undertaken by all interview panel members
 - is extended and tracked for its effectiveness across the Diocese
- Participate in networking events organised by faith and other organizations committed to the elimination of racism and supporting cultural understanding to:
 - learn from experiences that have proved to bring about lasting change
 - identify materials and resources for use in the diocese and BAME Anglicans
 - share with them our positive stories
- Liaise with colleagues in the national Church Committee for Minority Ethnic Anglican Concerns (CMEAC) and those in other dioceses to learn from and share good practices
- Influence diocesan leadership to ensure BAME diocesan priorities are aligned with the national ones
- Promote equality and diversity as part of the culture of the diocese

- 4 To support the developing community of BAME Anglicans across the Diocese of Oxford through the formation of BAME clergy and lay chapters where:**
- Individuals tell stories of both positive and negative experiences
 - concerns of BAME Anglicans are identified, monitored and taken forward for the attention of the diocese's leadership and where necessary to the Committee for Minority Ethnic Anglican Concerns (CMEAC)
 - BAME initiatives are discussed and debated as well as recommendations for change are picked up both locally in deanery chapters and centrally
- 5 To undertake wider agreed tasks that support the work of the department and their own professional development**
- To carry out any other duties and responsibilities as required in line with operational needs
 - To comply and fully cooperate with Diocese of Oxford health and safety policy
 - To maintain an up-to-date knowledge of technical competency areas and take a proactive approach to continuous professional and personal development
 - To participate in performance management process of the ODBF and the MDR (if applicable) process run by the Diocesan Bishop

DIMENSIONS

People and working relationship:

- The post holder is a staff member of the diocesan department of Mission and Ministry (which will be kept under review).
- Works collaboratively with colleagues across departments to promote the inclusion of those from BAME communities in all aspects of God's mission across the Diocese.
- There will be a need, from time to time, to brief members of the Senior Management Group (SMG) and other decision-making bodies of the Diocese
- Develops and sustains professional working relationships with a number of stakeholders to influence change and action

Planning & Organisation:

- Working with others develops strategies and resources that enable, promote and support the inclusion work of BAME and marginalised people as an integral part of all ongoing work within the mission of the church
- Establishes clear expectations for the work to be undertaken and the most effective means for monitoring and reviewing the activities.
- Facilitates the acquisition of the knowledge, skills and resources required to promote, encourage, plan and advocate
- Attends department meetings
- Manages own diary
- Reports quarterly to BAME Steering Group and SMG against agreed measures of success
- Evaluates success measures and criteria

Decisions:

- Proactively seeks to generate effective initiatives in our work with BAME people and marginalised people across the Diocese
- Proposes and manages new resources
- Influences and encourages cultural change

Contact with others:

Internal:

- Diocesan Bishop
- Senior Management Group
- Director of Human Resources and Safeguarding
- Head of Discipleship and Social Justice
- Head of Vocations and Diocesan Director of Ordinands
- Director of Ordinands
- Parish Development Advisers
- Diocesan Disability Adviser Dean of Women Ministry
- Other members of decision-making bodies of the Diocese
- Area Teams
- Other staff at Church House Oxford

External

- Clergy and lay ministers
- Volunteer pastoral visitors
- Deanery Synods
- Lay Chairs
- BAME Clergy and Lay Chapters
- National Church's Committee for Minority Ethnic Anglican Concerns (CMEAC)
- Other agencies dealing with BAME matters

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

The post holder will be a practising Christian, in good standing with the Anglican Church or a church that is a member of the Churches Together in Britain and Ireland. We take the view that this is a Genuine Occupational Requirement (GOR) under Part 1 Schedule 9 of the Equality Act 2010.

Experience, knowledge, understanding

- Experience of living and working creatively in an organisation seeking to enable cultural change

- Understand and have experience with the spiritual needs of BAME and marginalised people and the implications for their pastoral care
- Experience or potential to build networks and develop capacity
- Experience of developing and delivering training
- Experience of writing reports
- Experience of producing materials and resources
- Familiarity with vocations and discipleship initiatives
- Experience of encouraging and enabling people to make use of a range of different resources and approaches

Skills and abilities

- Be passionate about the place of BAME people in God's mission
- Ability to reflect theologically on implications of BAME barriers to ministry and employment and an ability to apply and present this in accessible forms
- Ability to explore racism and racial discrimination awareness issues with local church leaders
- Creative, engaging and effective communication including public speaking, visual presentations, oral and written material
- Ability to influence and function in a consultative and/or facilitative role to individuals, groups or organisations and implementing programmes that work with a wide variety of different stakeholders
- Ability to relate to people from a variety of contexts and backgrounds
- Ability to prioritise work and manage time, including meeting deadlines
- Proven administrative and ICT skills whilst being comfortable with the range of communication tools available to people with disabilities
- Ability to travel across the Diocese of Oxford, which covers a large geographical area, including many rural areas.

Personal Qualities:

- Good communication and interpersonal skills
- Ability to encourage and empower BAME people, volunteers and others
- Ability to work alone and as a team member

Desirable

- A good working knowledge of the Equality Act (2010) and other relevant current legislation
- A good working knowledge of using new social media
- An understanding of the structure of the Church of England and its dioceses

GENERAL INFORMATION

Band	Salary Band K.
Remuneration	<p>Salary scale - £40,812.81 - £43,952.74 per annum pro-rata</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Contract Type	3 years fixed term
Hours of work	<p>18.5 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford.
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the 5th year of employment, you will be entitled to 1 days extra annual leave per consecutive year. - In the six year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on pro rata basis for part time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf</p>
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side, or the statutory minimum (whichever is greater).

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: