



Truro  
Cathedral  
*sacred space, common ground*

Community & Ministry Enabler



## Our Vision, Ambition and Values

### Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

### Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

### Values

#### **Love & Unity**

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

#### **Dignity & Respect**

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

#### **Accountability & Integrity**

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

#### **Creativity & Courage**

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

## Job Description

<b>Job Title</b>	<b>Community &amp; Ministry Enabler</b>
<b>Hours of Work</b>	17.5 hours per week. Sunday working and attendance at some evening/weekend events will be required.
<b>Salary</b>	£15,300
<b>Line manager</b>	Lead Pioneer

### Overview

The Transforming Mission (TM) project was started to “reach the missing generations” in Cornwall, with TM Truro undergoing a project reset in September 2022. In October 2022 the Another Way community was created, feeling a strong draw to create communities for those who might otherwise struggle to find a home in existing churches. Our vision is to create *Jesus-following* communities where individuals can explore, grow, and celebrate life together.

We achieve our vision by hosting simple and accessible gatherings with a distinctive Cornish identity, shaped by creativity, nature, and the changing seasons.

The Communities and Ministry Enabler will be responsible for providing resources and support to the team while also developing their own practice. This role encompasses various areas of responsibility to ensure the smooth functioning and effective operation of the community. Much of this work will focus around taking the aspirations of the pioneers and organising their implementation, focusing on the outputs that are needed to achieve the desired outcomes.


### Key Duties and Responsibilities

#### Operations Lead

- Working with the Lead Pioneer to oversee the planning, implementation, and evaluation of various projects within the community.
- Undertake statistical and data analysis relevant to project management, e.g., costing, KPIs, etc.
- Working with the Lead Pioneer and appropriate team members to ensure all activities are conducted in compliance with health and safety regulations and associated risk assessments.

#### Financial and Generosity

- Prepare financial reports and information for the Church Commissioners and the Diocese.
- Work with the Finance Team to manage the finances of the community, including budgeting and financial record keeping.

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- Ensure the long-term sustainability of the ministry through fundraising initiatives.
  - Identify potential funders and develop funding applications for projects that require external financial support.
  - Develop other initiatives to help with the sustainability of the project, for example a social enterprise.

### **Event Management and Volunteer Coordination**

- Work alongside the Creatives and Communities Pioneer to coordinate all aspects of event management, including planning, organisation, publicity, marketing, booking, and delivery.
- Collaborate with the team to plan and organise the logistics of community gatherings, such as venue setup, audio-visual equipment, and seating arrangements.
- Help coordinate volunteer schedules and responsibilities for community gatherings, ensuring adequate coverage and support for various volunteer roles.

### **Ministry**

- A percentage of time will be dedicated to the life of the community, which could include leading prayers, sharing at gatherings, or being part of the worship team.
- Like their fellow team members, they will actively participate in the life of the community to cultivate their own practice. This may involve working with children and young people, engaging in social action, or pursuing other opportunities.
- Alongside the rest of the team, we encourage every team member to participate in pioneering training opportunities offered by the cathedral, Diocese, and other organisations such as the Church Mission Society.

### **5. Website and Social Media**

- To work with the Creative and Communities Pioneer to explore and widen the community's online presence and communication.
- Be part of the process of creating and maintaining the Another Way website and oversee social media pages.
- Explore new ways of creating and deepening online community for the 21<sup>st</sup> century.

### **6. Health & Safety**

- Adhere to the Health & Safety Policy and procedure as well as any other related laws, and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.



## **7. Safeguarding**

- To adhere to the Safeguarding Policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfillment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

## **8. General**

- Undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfillment of the role.
- Undertake relevant training required to best carry out the role.
- Participate in organisation-wide meetings, away days, etc.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically and may be subject to amendment.

## Person Specification

Attributes	Essential	Desirable
<b>Qualifications and Training</b>	None.	A theological qualification.
<b>Experience</b>	<p>A demonstrable experience of project management, including working on multiple projects, often simultaneously.</p> <p>Previous experience of complex administrative processes.</p> <p>Experience of working with statistical data and producing clear and concise reports.</p> <p>Experience of managing volunteers and safeguarding coordination.</p>	<p>Experience of working within a charity or church environment.</p> <p>Public speaking and presentation experience, particularly in a Church context.</p>
<b>Knowledge, skills and abilities</b>	<p>Knowledge of strategies for designing, overseeing, and managing projects, including effective techniques for planning, monitoring, and controlling, as well as risk and issue management.</p> <p>Extensive and advanced proficiency in using Microsoft Office packages, including Word, Excel, PowerPoint, and Outlook.</p> <p>Proficiency in website management, social media platforms, and other relevant online tools.</p>	General understanding of how the Church of England is structured.
<b>Personal qualities</b>	<p>Self-motivated and proactive, with the ability to work independently and as part of a team.</p> <p>Excellent interpersonal skills with the ability to engage and connect with diverse individuals, including</p>	Flexibility to adapt to changing priorities and handle unexpected situations.

	<p>members of the congregation, visitors, and the public.</p> <p>Acceptance of difference and willingness to work with those who hold differing political and theological views.</p> <p>A sympathy for pioneering expressions of community and church, including working with spiritual seekers, those disillusioned with church, the LGBTQIA+ community and those living alternative lifestyles.</p> <p>A desire to support the community's spiritual growth.</p> <p>Under the 2010 Equality Act, schedule 9, there is a genuine occupational requirement for the successful candidate to be a practicing Christian.</p>	
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## Terms & Conditions

<b>Job Title</b>	<b>Community &amp; Ministry Enabler</b>
<b>Contract</b>	Permanent
<b>Hours of Work</b>	17.5 hours per week
<b>Holiday</b>	Pro rata
<b>Line Manager</b>	Lead Pioneer
<b>Place of Work</b>	Truro Cathedral
<b>Probation</b>	This post will be subject to a six-month probationary period, during which time, either party may give one week's written notice
<b>Pension</b>	You will automatically be enrolled on the government's Nest pension scheme but can opt-out if you wish. After successful completion of the six-month probation period, staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
<b>Health &amp; Safety</b>	All staff are required to follow the policies and procedures set out in the employee handbook
<b>Equal Opportunities</b>	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs, or cultural heritage. This applies to all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources
<b>Safeguarding</b>	<p>Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at <a href="http://www.trurocathedral.org.uk">www.trurocathedral.org.uk</a> or in the company documents area of BreatheHR.</p> <p>This post is subject to a Disclosure &amp; Barring Service (DBS) check (for the child workforce).</p> <p><b>Training:</b> The postholder will be expected to attend appropriate safeguarding training up to and including the Leadership level. Additional training will include Domestic Abuse training, and other training as required will be arranged by the cathedral.</p>