



New Worshipping Communities Coordinator

16 hours term time only*

We are open to the post being spread over a working week to suit a potential post holder but would prefer a consistent work pattern.

For example: 16 hours could be 4 hours a day over 4 days: 10 am - 2 pm Mon – Thurs

£11,425.59 (£28,034 FTE) per annum

Total salary will be inclusive of holiday pay, and employee will receive 1/12th of the salary each calendar month.

Contractual Location is the Diocesan Offices in Coventry.

There is the opportunity to work in a hybrid fashion with office and home working.

***Alternatively, the job can be worked at 14 hours per week over a full year and please refer to the full job description for the remuneration package.**

The Role of New Worshipping Communities Coordinator

We are looking for an enthusiastic individual with both good administration and people skills to join us and provide support to the Director of New Worshipping Communities as we work to launch 150 New Worshipping Communities. The role has a focus on the creation and facilitation of learning community events to support leaders of New Worshipping Communities.

The main responsibilities of the New Worshipping Communities Coordinator are:

Working with the Director of New Worshipping Communities on the logistics of event organising, liaising with contributors and attendees and assisting with publicity.

Facilitating Learning Communities through working with the national Myriad team and local Mission Hub leaders to put together excellent support for pioneering lay leaders.

What we are looking for in a New Worshipping Communities Coordinator:

- Excellent interpersonal skills
- Highly organised
- A passion for New Worshipping Communities
- A desire to serve the leaders of the communities

This post reports to Director of New Worshipping Communities and is based in Coventry.

Diversity, Equity and Inclusion

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

Full job description and Person Specification are available from <https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact (Revd Jenny Irvine, Jenny.Irvine@Coventry.Anglican.org, 07494 758878)

Closing date for applications: Midday 15th July 2024

Interviews will take place at the Diocesan office: 23rd or 24th July 2024

Please send completed applications to:

Email: Debbie.Niblett@Coventry.Anglican.org

or

Post: Debbie Niblett, HR Advisor, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.