



Chelmsford Diocesan Board of Finance Job Description

Job Title: Project Officer (Racial Justice Action) (Two-year fixed term contract)

Reports to: Head of Safeguarding

Salary:

£34,980 to £37,100 per annum per annum pro rata, subject to qualifications and experience

(Actual part time salary of £27,984 to £29,680 per annum for 28 hours per week)

Contract: Two-year fixed term contract

Hours: A full time post of 35 hours per week (but part time with minimum of approximately 28 hours per week will be considered)

Purpose Statement

To coordinate and undertake the work and research required to formulate the detailed Racial Justice Action Plan and support the work of Racial Justice Officer and Racial Justice Advisory Panel.

This will include: -

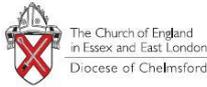
- Determining the prioritisation, best approach and methods for implementation of the plan, including data required for implementation and reporting purposes.
- Liaising with internal stakeholders, portfolio owners and external partners, as necessary, to assess costings and timing for delivery as well as determining resources required.
- Developing the processes required to ensure robust governance in line with current diocesan governance protocols.

Reporting Structure

The line management relationship is with the Head of Safeguarding. The Head of Safeguarding line manages the Racial Justice Officer; the Project Lead for Racial Justice Action; the Diocesan Safeguarding Advisor; Safeguarding Caseworkers, Safeguarding Administrators, and the Safeguarding Trainer.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.



Episcopal Areas, Archdeaconries and Deaneries



The Chelmsford Diocese Racial Justice Task and Finish Group formulated the Diocesan response to racial injustice, precipitated by the killing of George Floyd in 2020 and the subsequent events that brought racial injustice into sharp and disturbing focus. The work of the Racial Justice Task and Finish Group was conducted in parallel with the Archbishops' national Anti Racism Taskforce. The Racial Justice Task and Finish Group's report - 'From Action to Real Change' - contains 43 recommendations aligned with those at the national level, though aimed at what is right for our diocese. Further information can be found [here](#).

The role of the Project Officer (Racial Justice Action) will enable the Diocese to progress the work to properly plan and implement the recommendations in 'From Action to Real Change' and deliver on the corresponding recommendations in 'From Lament to Action'.

Developing the action plan will provide the opportunity to create baselines from which to measure success, particularly in increasing the population of Global Majority Heritage vocations both lay and ordained, and individuals in diocesan/parish positions especially at a senior level; to better communicate with and support our parishes and worshipping communities in terms of our shared vision of travelling well together and discerning locally how we live as God's people. We are therefore, through our racial justice programme, working to:

- Accelerate the diocesan shared responsibility of raising awareness of and celebrating our diverse cultural heritage
- Improve our systems and processes, and adopt best practices to promote racial justice through our diocesan shared values



- Implement the desired structural and cultural changes that enables and empowers our diverse communities to flourish at every level.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility

Principal Accountabilities

It is important to note that this is a new role, funded by the Church of England Racial Justice Unit, within which there is scope for development of imaginative and creative ways to deliver the change required towards making Chelmsford an anti-racist diocese. The scope of the role may change and develop over time.

Project Planning and Development

- 1) To develop a project and implementation plan for both 'From Action to Real Change' and 'From Lament to Action'.
- 2) To ensure the actions for the project are well planned, financially robust, fully supported by suitable data and metrics so that targets and desired outcomes are agreed and met and continue to be actioned by key stakeholders to ensure the desired impact.
- 3) To identify and use qualitative and quantitative data to provide recommendations to the project.
- 4) To develop a framework for the collection and collation of data to facilitate the production of project reports, ensuring the reports satisfy the Racial Justice Unit's requirements and feed into wider diocesan governance structures.
- 5) To understand the need for and provide support in identifying qualitative and quantitative data required to satisfy the funder that agreed outcomes are being met.
- 6) To produce and develop reports that communicate appropriately to recipients, including the Racial Justice Unit, Bishop's Leadership Team and Bishop's Council on progress of the project against desired outcomes.
- 7) To develop methods for measuring the success and effectiveness of the project as well as identifying continuous improvement for the project.
- 8) To provide administration support for the project, including arranging meetings, taking minutes and maintaining project documentation.

Project Implementation



- 9) As appropriate, to develop processes for planning and implementing priorities identified from the project plan, working closely and in partnership with key stakeholders.
- 10) To build strong relationships with key stakeholders within the diocese at all levels, whilst being able to persuade and influence appropriately to ensure the implementation of the recommendations.

Other

- 11) Complete role related and general Diocesan training, as required.
- 12) Ensure that the principles of Data Protection, confidentiality, health and safety, anti-racism and safeguarding, are adhered to, and maintained throughout the course of duties.
- 13) Work collaboratively with all Departments and wider contacts and undertake such other reasonable duties as may be required, including by the Head of Safeguarding, Diocesan Bishop and Chief Executive.

Key Stakeholder Contacts

Internal:

- Racial Justice Officer
- Diocesan Racial Justice Advisory panel
- Bishop's Leadership Team
- Diocesan Communications Team
- Diocesan Board of Education
- Diocesan Data Team
- Diocesan HR Team
- Other Diocesan departments as necessary
- Parish and Worshipping Community representatives, e.g. clergy and churchwardens

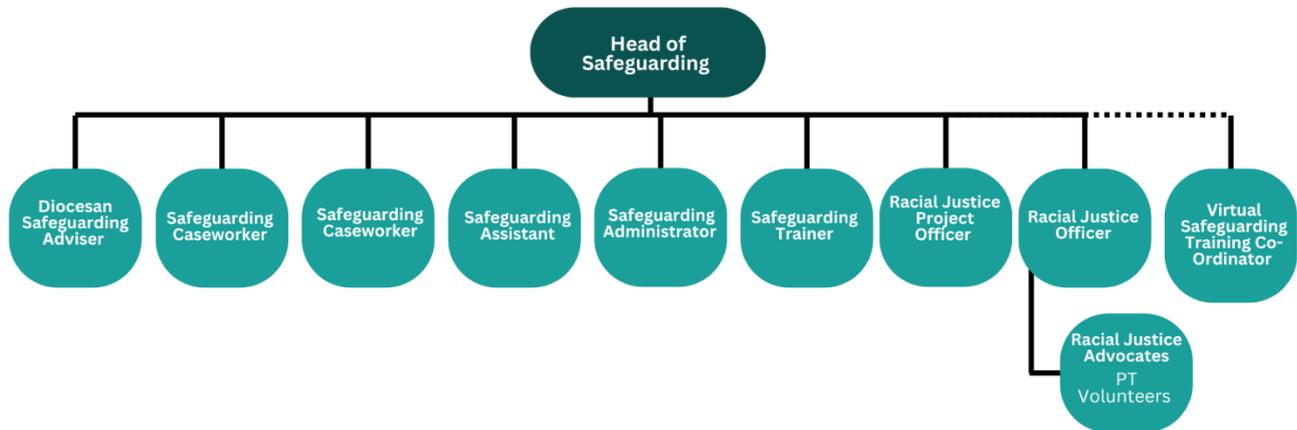
External:

- Church of England Racial Justice Unit
- Other external bodies as appropriate, e.g. Essex Equality and Anti-racist Practice Group



DEPARTMENT Team Structure

Chelmsford Diocese Safeguarding team



Person Specification

Whilst there is not a Genuine Occupational Requirement (GOR) for the job holder to be a practising Christian, it is key that the job holder has empathy with and an understanding of the Christian faith and the structures of the Church of England/[Diocese of Chelmsford](#).

The Church of England is for everyone, and we want to reflect the diversity of the community that the Diocese of Chelmsford serves. Therefore, we welcome all applications from interested and suitably experienced people, and particularly welcome applicants from Global Majority Heritage (GMH) backgrounds and other underrepresented groups.

Essential:

- Experience of project work, including planning and coordinating detailed multi-layered projects, and data collection and analysis,.
- Educated to A Level standard or equivalent level of qualification.
- Strong planning, time management and organisational skills, including the ability to meet deadlines.
- Competent user of Microsoft Office 365 (or equivalent), including the ability to create reports in a variety of media, e.g. through PowerPoint and Excel.
- Experience of producing and writing reports and documents
- Passionate about seeing people from GMH backgrounds realise their full potential in God's mission and the Church's ministry.
- Can combine this passion and enthusiasm with an ability to build credible and effective relationships with a diverse range of stakeholders.
- Awareness and sensitivity of subject matter.
- Able to persuade and influence stakeholders to varying degrees, as and when appropriate.



- Supportive of the Church of England and a willingness to work within its frameworks.
- Possess excellent verbal and written skills and is able to communicate effectively with a broad range of colleagues, partners and stakeholders.
- Collaborative team player with high levels of self-motivation and a self-managing attitude
- Ability and willingness to exercise initiative and 'think outside the box'.
- Resilient and a self-starter in work approach.

Desirable:

- Understanding of the Church of England and the theology of church growth and missional strategies.
- Knowledge and appreciation of the requirements of the Equalities Act 2010
- Qualifications in project planning and project management
- HR or related background.



Outline of Terms and Conditions

Role	Project Officer (Racial Justice Action) (Two year fixed term contract)
Responsible to	Head of Safeguarding
Salary	£34,980 to £37,100 per annum pro rata, subject to qualifications and experience (Actual part time salary of £27,984 to £29,680 per annum for 28 hours per week)
Contract	Two-year fixed term contract
Hours	A full time post of 35 hours per week (but part time with minimum of approximately 28 hours per week will be considered).
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	25 days plus 8 public holidays pro-rata for part-time staff
Probation Period	3 months
Notice Period	After service of one month, but during the probationary period - 1 weeks' notice. Upon successful completion of the probationary period - 1 month
Expenses	Working expenses are paid at the Diocesan rates.
Base	Home-based with the requirement to attend the Diocesan Office (53 New Street, Chelmsford, CMI IAT) and other locations within the Diocese in line with the requirements of your role. Some attendance to the Diocesan Offices during the probationary period will be required.
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



Pre-employment Administration

Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A Basic DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Educational/Professional Registration Qualification Certificate
- Background checks

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment
- 35 hour working week (full time) or minimum 28 hours if part-time
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays, pro rata.
- Payment of professional fees/memberships (for relevant roles)
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking, if based at the Diocesan Offices