

# Partner Church Scheme Leader.

## Job Description.

Jubilee+

### Summary information:

This vital role is a senior leadership position overseeing the Jubilee+ Partner Church Scheme, which is our primary way of engaging in meaningful, two-way relationships with local churches, helping them to grow in their effectiveness in supporting those trapped in poverty in their communities. It is also the key plank in our model for financial sustainability.

### About Jubilee+:

Jubilee+ is a Christian charity that started in the Newfrontiers group of churches in 2010, but today equips churches of all denominations across the UK to more effectively reach, serve and support those in their communities who are trapped by poverty, facing injustice or are vulnerable and marginalised.

### Contract details:

This is an 18-month fixed term contract, which we hope will become permanent subject to the development of the Partner Church Scheme.

Hours per week: 17.5

Salary: £16,000 per annum (£32K pro rata FTE) + 10% non-contributory pension.

Start date: 1 April 2023 or as soon as possible thereafter.

### Job outline:

Develop and maintain relationships with existing partner churches:

- Checking in with partner churches and ensuring they are aware of and making best use of the benefits of being a J+ partner church;
- Developing and overseeing the Partner Church Scheme calendar of monthly online events, including liaising with the J+ Chief Executive on content and guest speakers;
- Communicating effectively with partner churches about upcoming events and resources available exclusively to them;
- Developing the Partner Church Scheme with additional benefits to being a member;
- Liaising with partner churches about the Social Action MOT, and overseeing the volunteer team involved in facilitating this;
- Liaising with other members of the J+ senior leadership team (known as the core team) about the Partner Church Scheme, e.g. Communications Lead about social media promotion.

Network to recruit new Partner Church Scheme members:

- Planning, initiating and delivering ways of increasing the number of partner churches;
- Attending, speaking at and running exhibition stands at conferences and church events with a view to signing up new partner churches.

Maintain the Partner Church Scheme database.

Attend the annual J+ *Churches that Change Communities* conference, including pre-event set-up the day before.

Attend the J+ annual away days, plus 5 in-person core team meetings per year.

### Working for Jubilee+.

#### Person Specification:

Mature Christian character.

Heart for mercy and justice.

Concern about poverty.

Proven leadership ability.

Good at public speaking.

Good networking and influencing skills.

Able to oversee and run a budget.

Well organised, with good administrative skills.

Good computer skills, including smart-phone and internet use.

Good grammar and spelling.

Proven ability to manage time well, work under pressure and to targets, and meet deadlines.

Able to handle responsibility.

Able to act on own initiative.

Able and willing to follow instructions.

Able to work quickly and efficiently at routine tasks.

Able to travel as required by the role.

#### Line management.

The Jubilee+ Partner Church Scheme Leader will report directly to the Chief Executive and will be a member of the J+ core team.

