



Job Description

Job Title	Ministries Support Officer
Area/Department	Discipleship / Ministries
Reporting to	Secretary for Ministries
Direct Reports	None
Location	United Reformed Church House, 86 Tavistock Place, London
Travel	Occasional travel within the UK
Working Hours	35 hours per week, Monday to Friday
Job Summary: To provide support to all Ministries within the United Reformed Church (URC) through the work of the Ministries Committee and the Accreditations sub-committee.	

Background: The Ministries Support Officer role sits within the Ministries team and relates to the Ministries Committee and its sub committees (Accreditation, Assessment Board, Church Related Community Work Programme, Maintenance of the Ministry) and the Retired Ministers' Housing Society.

The Ministries team sits within the wider group of the Discipleship team as part of facilitating the whole people of God in the United Reformed Church, advocating ministry in its widest sense and supporting ministry in all its varied forms.

There are close links between the work of Ministries and the Resources Centres for Learning (RCLs).

Principal responsibilities and duties

Supporting Ministry

1. Support the work of the Ministries Committee in collaboration with the Secretary for Ministries;
2. Support and monitor current Special Category Ministry projects and postholders, liaising with Steering Groups and visiting projects as appropriate.
3. Support Synods in the development of their applications for a Pioneering post, liaising with the Pioneering Advocate and visiting projects as appropriate.
4. Develop links with those who exercise an informal and formal chaplaincy to other agencies;
5. Oversee the running of the Assembly Accredited Lay Preachers course with Northern College.
6. Oversee the Pre-retirement Course for Ministers.
7. Oversee the development of resources for newly retired ministers who wish to remain active in the URC.

URC Policies

1. Advocate Ministries policies that affect the accredited Ministries of the Church, including Ministers of Word and Sacrament, Church Related Community Workers, Chaplaincy, Eldership, Lay Pioneering and Lay Preaching.

Training and Learning for Accredited Ministries

Support the training and learning for those in:

1. EM2 in collaboration with the RCLs and Training and Development Officers+ (TDO+) network including arrangements for the EM2 Summer School with EM2 chaplains;
2. EM3 in collaboration with the RCLs and TDO+ network over EM3 provision and sabbatical programmes;
3. Lay preaching and worship leading, in collaboration with the RCLs and TDO+ network;
4. Ministers on Certificates of Eligibility through their probationary period;
5. Lay pioneering in collaboration with the Newbiggin Hub;
6. Eldership in collaboration with the RCLs and TDO+ network.

Advocating Ministry

1. Arrange the Enquirer's Event for ministry twice a year with the Secretary for Ministries.
2. Develop the production of Vocations Sunday material involving Synods and engage in other vocations advocacy (including Synods and RCLs).

URC Website

1. Create and update information on the Ministries webpages.
2. Liaise with the Accreditations Committee in the use of social media to promote Ministries, both lay and ordained, in conjunction with Communications.

Working with Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the Secretary for Ministries:

1. Ministries Committee: *meets four to five times per year; reporting and attendance as appropriate.*
2. Accreditation Sub-Committee: *meets four to five times per year, including one residential; attendance and reporting duties.*
3. Any other committee or sub committees: *attendance as appropriate.*

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers [E].
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Act in ways that protect own and others' health safety and security [C].
4. Work collaboratively to develop a customer service culture which fosters continuous improvement [E].
5. Take responsibility for own personal development and support the development of others to enhance their skills and knowledge [E].
6. Ensure compliance with data protection principle and practice] [C].
7. Ensure compliance with safeguarding practice] [C].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organizational or departmental needs, and this job description will therefore be subject to periodic review and change if required.

Created December 2024

Person Specification

Job Title: Ministries Support Officer

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Educated to degree level or equivalent experience	<ul style="list-style-type: none"> • participated in discipleship development courses or other lifelong learning 	Application form
Experience	2. Working or volunteering in a ministries or mission-oriented environment 3. Leading projects as part of a team 4. Use of social media platforms	<ul style="list-style-type: none"> • working with volunteers and networks • organising events • working in local and wider church contexts 	Application form/ Interview
Knowledge		<ul style="list-style-type: none"> • the United Reformed Church and its structures • understanding of lay and ordained ministries 	Application form/ Interview
Skills and Abilities	5. MS 365, particularly Outlook, Word, Excel, and PowerPoint, SharePoint – intermediate level 6. Excellent interpersonal and communication skills 7. Ability to advocate and inspire people 8. Working collaboratively 9. Networking and building effective relationships 10. An effective administrator with good organisational skills 11. Prioritising and problem solving	<ul style="list-style-type: none"> • maintaining and developing web pages 	Application form/ Interview/Test

	12. Webpage editing		
Other	13. Enthusiasm for lay and ordained ministries 14. A practising Christian* 15. Willing to work flexibly, including some evenings and weekends		Application form/ Interview

**In accordance with the Equality Act 2010: Part 1, Schedule 9, there is a genuine occupational requirement for the post holder to be a practising Christian*