



The United Reformed Church (Northern Province) Trust Limited

Role Description

Learning and Development Officer

Job Title	Learning and Development Officer
Reporting to	The post holder is responsible to the Northern Synod of the United Reformed Church. The post-holder will be line managed by the Synod Moderator
Location	Home-based, with access to Synod office
Travel	Some travel may be required across Northern England
Working hours	This is a full time post. The post holder will work 35 hours per week with 23 days annual leave plus bank holidays. Working outside of normal hours can be an occasional feature of this role, requiring some flexibility. The post-holder will be required to be accountable for their time management.
Terms of appointment	Fixed Term for two years with possibility of extension.
Disclosure and Barring Service	The post will be subject to Enhanced DBS clearance.
Job Summary	We are looking for an innovative and enthusiastic person who is able to deliver results and drive change, able to work collaboratively and pastorally, and be theologically aware, who can enthuse both ministerial and lay members of the local churches in the Synod as they pursue whole of life missional discipleship and respond to the challenges of our ever-changing world through training and development.
Key relationships	The post holder will be a member of the Synod's Field Team and will be required to work closely with other members of the team, officers of the Synod and Synod committees.



Main responsibilities and duties:

1. To advocate, arrange and publicise learning opportunities for Church leaders, Ministers (Stipendiary, Self-Sustaining, Church Related Community Workers), lay preachers, lay leaders and congregations.
2. To undertake learning needs analyses across the Synod in light of future developments
3. To encourage and oversee the delivery of the Stepwise programme, other training and support initiatives within the Synod.
4. To facilitate the development of the capacity of lay ministry in conjunction with other work across Synod.
5. The post holder will work alongside the Synod Ministries and Development Committee whose current responsibilities include:
 - supporting candidates for URC ministry (e.g. organising the URC Short Course)
 - ensuring ordinands are supported by the sending church and Synod
 - EM2 training
 - EM3 training
 - resourcing Assembly Accredited Lay Preachers and Locally Recognised Worship Leaders
 - sabbaticals

These responsibilities are normally overseen by individual members of the Committee. However, the post holder may be asked to offer support in certain circumstances.

6. To work closely with the Mission Enabler and maintain contact with equivalent officers in other Synods, and other ecumenical equivalents within Northern Synod's boundaries.
7. Together with the wider Field Team providing or arranging for area events in consultation with Synod Committees which further the mission priorities of the Synod.
8. Developing transition training opportunities for ministers and CRCWs moving to work in new contexts due to changing patterns of ministry.
9. Liaising with URC Resource Centres for Learning in order to promote their resources across the Synod.
10. To maintain appropriate records and databases.

Support: The post holder will be provided with a computer and other relevant equipment.



Probationary period: - The probationary period is 6 months

Budget Responsibility: The post holder will be responsible for working within the agreed budget and liaising with the Convenor of the Ministries and Development Committee and Synod Treasurer regarding future budgets.

Health and Safety at Work: The post holder is required to take reasonable care of the health and safety of him/herself and other persons who may be affected by their acts or omissions at work and to co-operate with the Synod Office in adhering to statutory safety regulations.

Equality, Diversity and Inclusion: The Synod is an equal opportunity organisation and will not discriminate on the grounds of gender, gender reassignment, sexual orientation, disability, religious beliefs, colour, ethnic or national origin, marital status or age.

Continuing Professional Development

The post-holder is required to take responsibility for their own professional development by keeping up to date with the latest thinking and practice, to support the development of others, and participate in in-service training on a regular basis. **Professional conduct**

1. The post-holder is required to promote, monitor and maintain best practice in health, safety and security, and data protection principles and practice. To actively promote an environment which values equality and diversity, to foster Safeguarding and work within the denomination and Synod's Safeguarding policies and procedures.
2. To promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers, to work collaboratively to develop a service culture which fosters continuous improvement.

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 in order to meet organizational or departmental needs and this job description will therefore be subject to periodic review.