**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

|  |  |
| --- | --- |
| **JOB TITLE** | Racial Justice Officer (Maternity Cover) |
| **LINE MANAGER** | Racial Justice Programme Lead (Strategic Direction)Director of People, Safeguarding and EDI |
| **SALARY** | £40,000 per annum |
| **HOURS** | 35 hours  |
| **DURATION** | This is a fixed term contract (12 months)  |
| **LOCATION**  | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

|  |
| --- |
| **JOB SUMMARY** |
| The Racial Justice Officer is an important role that plays a key part in delivering the Diocesan Racial Justice strategy, a key part of the *Transforming Church. Together* strategic plan.  It will support delivery of our commitment to cultivating belonging in our communities by nurturing open, generous, creative and brave partnerships with all our neighbours and being more inclusive. There may be the occasional need for out of normal office hours working (e.g. to attend meetings), for which time off in lieu will be granted. The role may involve travel throughout, as well as outside, the Diocese. Travel expenses will be reimbursed in line with the Diocesan Expenses Policy. **STRATEGIC CONTEXT**  As part of the Inclusion and Racial Justice workstream in our *Transforming Church. Together (TC.T)* strategy we have funding from the National Church to continue, accelerate and expand our focus on Racial Justice, including the intersectionality with other minority groups within the church and diocese.  |

|  |
| --- |
| **KEY RELATIONSHIPS**  |
| * Dean of Bristol Cathedral/Missional Action and Advocacy Programme Leader
* Racial Justice & Inclusion Coordinator (will line manage)
* Racial Justice Trainer
* Racial Justice Projects Officer
* Archdeacons and Associate Archdeacon
* Transformation Directorate
* External Partners and Organisations
 |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

|  |
| --- |
| **MAIN RESPONSIBILITIES**  |
| **TRAINING & DEVELOPMENT** Continued work on training and development programme that works to foster a culture of learning, understanding, and allyship around anti-racist behaviours. This includes continued work on:* In conjunction with the Racial Justice Trainer, continue the design, development and delivery of revamped training curriculum. Providing access to regular and timely training opportunities, modules, and materials that will become embedded across the diocese including with the Diocesan Board of Education.
* Working with Racial Justice Projects Officer to determine strategy and scope of creating Intercultural Worshipping Communities
 |
| **CONTESTED HERITAGE & ENGAGEMENT**Continued development and project management of contested heritage strategy, including:* Monument Audit and Bristol Diocesan Reserve projects, working in partnership with external researcher to complete audits and plan next steps (e.g. using research outcomes to inform how narratives from both projects are disseminated and shared throughout the Diocese).
* Engage, advise and support churches, parishes and the Cathedral with their contested heritage discovery and interpretation work.
* Coordinate and plan relevant cultural awareness initiatives and events, in line with the Racial Justice Strategy, that promote and celebrate racial diversity, highlight the impact of historical injustices.
 |
| **EDUCATION AND SCHOOLS**Working with Diocesan Education Team to hire Racial Justice School’s Worker with the purpose of embedding Racial Justice strategy throughout church schools. |

|  |
| --- |
| **RACIAL JUSTICE OFFICER (MATERNITY COVER) PERSON SPECIFICATION**To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. |
| Attributes | Essential  | Desirable  |
| Experience  | * Experience of working with multiple stakeholders to achieve project outcomes
* Management of a busy workload with multiple relationships and work stress
* Relationship-building and management in a professional context
 | * A good understanding of engaging with ministry, mission and inclusion issues at a parish level.
* Experience of working to deliver Racial Justice initiatives in varied contexts
* Experience of recruiting, developing and line managing a small team
 |
| Education/ Qualifications  | * Educated to Degree level or equivalent experience
 | * Experience of initiating, developing and implementing plans and projects
* Budget management and reporting experience
 |
| Skills/ Ability  | * Excellent verbal communication and interpersonal skills in one-to-one, group and presentation contexts
* Excellent organisational and time management skills, with the ability to manage multiple relationships and work streams
* Excellent IT skills including MS Word, Excel, Outlook.
* Ability to write clearly, simply and persuasively for a wide range of audiences
 | * Ability to relate broad principles to individual circumstances and matters of detail
* Awareness of Bible text in relation to diversity and inclusion
 |
| Personal  | * Good listening skills with the ability to read situations and to respond and challenge appropriately and effectively
* Strong interpersonal skills, with the ability to engage positively and productively with a range of staff and stakeholders
* Lived experience of the impact of racial injustice
* Respectful and comfortable with the Christian ethos and objectives that underpin our work.
* Confidence to work under own initiative within agreed objectives
 | * A passion for making a difference and driving positive change
* Confident in engaging with all kinds of people and in talking with them about sensitive issues
* Ability to relate to and value all kinds of people and traditions within the Church of England.
 |

**Date:** February 2025