

Job Description

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| Job Title | Director of Church Resource Development Westminster College, Cambridge |
| Reporting to | Principal, Westminster College |
| Direct Reports | None |
| Location | Westminster College, Madingley Road, Cambridge, CB3 0AA |
| Travel | UK and/or overseas |
| Working Hours | Plan for Partnership (0.5 fte post) or 20 hours per week |

Westminster College is seeking to appoint a Director of Church Resource Development (0.5 fte). This role focuses on the creation and delivery of resources for lay training and local congregational events, including the resourcing of Elders, Lay Preachers, local leaders and others. We are searching for a teacher, advocate, innovator and organiser with a passion for assisting and equipping local churches in their exploration of faith, discipleship and mission. The post-holder will be willing to respond to opportunity and invitation in delivering resources in local churches as well as shaping a programme of events and opportunities based on the Westminster site. We seek a team player, but someone who will also bring an entrepreneurial passion and energy to shaping new opportunities and resources. The successful applicant will help Westminster develop our online materials and engage effectively through social media so that we remain deeply connected to the wider Church.

Background: Westminster College is an RCL of the URC (along with two other centres, one in Manchester and one in Glasgow). It delivers initial ministerial education for the URC as well as engaging in extensive work across the life of the denomination. This includes work with Lay Preachers and Elders, Synods, local churches and ecumenical partners, as well as Continuing Ministerial Education for ministers and sabbatical visitors from the world church. We also educate a growing number of independent students.

Westminster College is part of the Cambridge Theological Federation (CTF), which represents main-stream church traditions and provides an active ecumenical context in which our staff and students work. The CTF works in partnership with the University of Cambridge (for whom it delivers the BTh and DTM - Theology for Ministry - programmes), the University of Durham (which validates BA and MA programmes in Theology, Ministry and Mission) and Anglia Ruskin University (which validates a suite of MA programmes, a Professional Doctorate [DProf] programme and through which students can be registered for research degrees [MPhil and PhD]). Currently, Westminster students study for the Durham awards.

Alongside this, Westminster is committed to providing integrated, life-long learning for the whole people of God. It is in the development of this area of college life that the post-holder's responsibilities will lie.

Principal responsibilities and duties

1. Develop and deliver relevant opportunities for the teaching and spiritual nurture of individuals and groups from across the URC (lay and ordained) in collaboration with wider URC education, training and retreat networks in fulfilment of Westminster's RCL role and General Assembly requirements;
2. Liaise closely with Westminster's Conference and Events team and other Westminster staff and tutors to shape and offer Westminster's RCL programme so that it is planned and advertised well in advance and suitably resourced;
3. Produce, and enable others to produce, material in suitable formats to ensure that Westminster offers a range of RCL resources accessible to the whole URC and not just those who might attend activities at the college. These will certainly include major development of our digital and online resourcing and may, if considered suitable and viable, include printed matter;
4. Pay attention to the evolving needs of local congregations and URC members in ways that inform and drive Westminster's RCL provision and encourage us to innovate as necessary;
5. Continue to enhance Westminster's provision of, and advertising for, retreats and spiritual direction;
6. Develop new networks beyond the URC which might also bring business to Westminster;
7. Developing Westminster's provision, alongside other stakeholders (such as the Faraday Institute) to offer courses that speak into the church's contemporary mission;
8. Contributing to the life of the Westminster Community;
9. Contributing to other Westminster teaching activity when appropriate.

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 Principal:

1. The post-holder will be a member of Westminster's Senatus and Board of Studies and will be expected to play a full part in the life of both committees. The post-holder may be required to participate in other college committees or those which service the CTF.
2. The post-holder may be invited to join appropriate denominational committees according to their skills, knowledge and experience.
3. Tutorial staff at Westminster relate primarily to other post-holders and employees of the college. Volunteers are encountered in a professional capacity through events arranged for Lay Preachers and Worship Leaders, Elders and others either at the college or in Synods and

local churches. In all cases, the post-holder is expected to work according to the expected standards outlined below.

4. The post-holder might interact with professional bodies associated with their subject specialism. This might include, for example, the British and Irish Association for Practical Theology (BIAPT).
5. The post-holder will also interact with formal and informal groups within the denomination and beyond it which support pioneer ministries and fresh expressions.

Expected Standards

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

1. Promote and maintain Christian commitment and ethos.
2. Promote a culture of open and effective communication to enable constructive relationships with colleagues as well as internal and external customers.
3. Actively promote the values of equity, equality and inclusion.
4. In line with commitments made at the URC's General Assembly, to work collaboratively to promote and achieve an anti-racist institution and an anti-racist denomination.
5. Promote, monitor, and maintain best practice in health, safety and security.
6. Work collaboratively to create a culture of Christian hospitality which enables the exploration, nurture and development of vocation.
7. Take responsibility for personal development and support the development of others to enhance their skills and knowledge.
8. Promote, monitor, and maintain best practice in data protection principles and practice.
9. Promote, monitor, and maintain best practice in Safeguarding principles and practice.

Created April 2023

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 organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

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| Job Title | Director of Church Resource Development |
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| Requirements | Essential | Desirable | Measurement |
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| Education and qualifications | 1. An undergraduate degree in theology or other subject relevant to the requirements of this post. | <ul style="list-style-type: none"> • HE teaching qualification • Master's degree / Doctorate in a relevant subject | Application form/ relevant certificates |
| Experience | 2. Recent experience of the changing needs and mission of the local Church gained from serving in ordained or lay ministries 3. Experience of working collaboratively in a team with a range of people, including those with differing interests and perspectives 4. Delivering education and training within local congregations or to those engaged in lay ministries within the Church 5. Working ecumenically | <ul style="list-style-type: none"> • Experience of working in multicultural congregations and contexts • working within a context focused on formation for Christian Ministry • the Reformed tradition • spiritual and vocational development in building community • developing intercultural worship/learning resources, including diverse and global perspectives and voices • Fresh Expressions and Pioneer Ministry • working with Virtual Learning Environments and web-based resource provision | Application form/Interview |
| Knowledge | 6. Understanding of theological education for the whole church 7. Knowledge of the United Reformed Church and willingness to work within its | <ul style="list-style-type: none"> • understanding of pastoral ministry and fostering discipleship in the Reformed tradition • knowledge and appreciation of traditions, trends and resources in the broad | Application form/Interview/ Presentation |

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| | <p>structures and according to its ethos</p> <p>8. Understanding of spiritual formation and discipleship and the ability to develop and deliver courses aimed at refreshment and encounter with God</p> <p>9. Understanding of digital media and ability to create and deliver resources for the web and in print</p> | fields of adult learning, theological education and distance learning | |
| Skills and Abilities | <p>10. Creative, imaginative and realistic vision of theological education for the whole church</p> <p>11. Proven ability to teach courses and material relevant to the needs and aspirations of local church members and ministers</p> <p>12. Nurturing discipleship in ways that address current and future needs of the church</p> <p>13. Ability to build meaningful relationships within and between diverse communities</p> <p>14. Proven administrative ability</p> <p>15. Innovate in response to the evolving needs of the Church</p> <p>16. Excellent written and oral communication skills</p> <p>17. IT skills, MS Office (or 365) particularly Outlook, Word, Excel, PowerPoint and SharePoint (intermediate level)</p> <p>18. Public speaking</p> | <ul style="list-style-type: none"> developing e- learning | Application form/Interview/ Presentation |
| Other | <p>19. Willing and able to travel within the UK to deliver learning events</p> | | Application form/Interview |

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| | <p>20. Willing to work flexibly across the calendar year including some weekends</p> <p>21. A member of the United Reformed Church or a member of a Church which belongs to one or more of the World Communion of Reformed Churches (WCRC), Disciples Ecumenical Consultative Council (DECC), the Council for World Mission (CWM), Action of Churches Together in Scotland (ACTS), Churches Together in England (CTE), Churches Together in Wales (Cytun), Free Churches Group (FCG) or Churches Together in Britain and Ireland (CTBI).*</p> <p>22. Enhanced DBS</p> | | |
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** Occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010: Part 1, Schedule 9.*