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| **Job Details** | |
| Job Title | Head of Mission and Ministry |
| Grade | Competitive salary commensurate with comparable roles across the organisation. |
| Location | Cardiff – Callaghan Square. The role requires some travel in Wales and beyond, and occasional overnight stays. |
| Contract Type | Permanent |
| Working Hours | Full time (34.75 hours per week)  The nature of this role requires some flexibility in terms of working hours and location. Applications from candidates interested in alternative work patterns will be considered; however, business needs may place limitations on the arrangements offered. |

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| **Selection Process** | |
| Closing Date | 1 September 2020 at 10:00 |
| Interview Date(s) | Interviews are due to take place in September 2020. |
| Selection Process | Applicants who are successful at the shortlisting stage will be invited to attend an interview and assessment process based on the requirements of the role.  The selection process will be adjusted in line with the advice relating to COVID-19 at the time. It is likely that the selection process will take place, at least partly, through video technology.  The successful applicant will be required to complete a satisfactory DBS check. |
| Contact Details | HR@cinw.org.uk / 029 2034 8240 |

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| **Job Purpose** |
| Mission and Ministry are the channels through which the Church in Wales lives out its calling to be a church for all of the people of Wales. This role is one of visionary leadership, strategy setting and dynamic operational management of a diverse range of activities. It involves working closely with the Bishops both corporately through meetings of the Bench of Bishops and individually as they lead their dioceses and oversee their portfolios. The post holder will be part of the Chief Executive’s senior leadership team sharing in the oversight of the work of the national staff of the Church in Wales. |

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| **Reporting Structure** | |
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| Reports to | Chief Executive |
| Responsible for | 5 direct reports and responsibility for a total of 46 staff (mainly based in St Padarn’s Institute). |
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| **Main Duties and Responsibilities** |
| * Be a member of the Chief Executive’s senior leadership team. * Lead, manage, develop and inspire those staff whose primary role is to support the Bench of Bishops in their responsibilities for the mission and ministry of the Church in Wales; this will involve regular contact with each of the Bishops to ensure that the work of the staff remains aligned to their strategies in each of their portfolio responsibilities. * Work closely with the Bishop holding the Ministry portfolio and the Diocesan Directors of Ministry to draw together the best ideas and use them in developing ministry strategy and policy for the Church in Wales in line with the strategic goals and overall patterns of ministry as set by the Bench of Bishops. * Work with the Bishop holding the Ministry Portfolio and the Principal of St Padarn’s Institute to ensure that there is strategic coherence and agreed operational plans for those activities (e.g. MDR, CMD, leadership development and NLM training) which operate both nationally and within each diocese. * Provide the Principal of St Padarn’s Institute with oversight, guidance, support and challenge, and ensure that the work of St Padarn’s Institute is well communicated and that there is a culture of openness to scrutiny and feedback, effective and clear accountability, continuous improvement, robust budgetary control and agreed and justified innovation. * Ensure that the discernment processes of the Church in Wales for licensed ministry are well structured, have clear assessible criteria and are effective in testing vocational call. * Attend meetings of the Bench when invited to do so, be the senior officer in attendance at the meetings of the Training, Formation and Ministerial Development Committee and attend meetings of the National Standing Committee and Representative Body Trustees as required. * Be the principal officer for the Church in Wales Evangelism Fund keeping abreast of developments with projects which have received funding and providing advice to those going through the application process. * Develop with the Bishop holding the Faith, Order and Unity portfolio, the Chief Executive and the Director of Faith, Order and Unity a strategy and operational plan for building relationships and participating in networks with other church leaders, other parts of the worldwide Anglican Communion, other denominations through ecumenical bodies and the leaders in Wales of other faiths. * Maintain own professional development and stay up-to-date on regulatory changes and developments in best practice. * Undertake any other duties as required commensurate with the role/grade. |

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| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:   * Educated to degree level in Theology or a related discipline and able to demonstrate a commitment to professional development. * A fluent and confident communicator in writing, the spoken word and digital media; effective in committee work; confident to present to audiences, large and small. * Experience in a senior position of responsibility in a setting where success comes from persuasion and influence rather than command and control. * Able to demonstrate a track record of being a leader of change in culture and operational organisation and practice. * Alert to the history, culture and doctrine of the Church in Wales. |
| **Desirable:**   * Welsh language skills/the ability to communicate in Welsh. * A higher degree in Theology or a related discipline. |
| **Occupational Requirement:**  Part 1 of Schedule 9 to the Equality Act 2010 applies to this appointment. This post carries an occupational requirement to be a practicing Christian and, preferably, a communicant member of the Church in Wales or a church in communion with it. The post is open to both ordained and lay applicants. |

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| **Development Opportunities** |
| This post offers the opportunity to develop a wide range of skills in an exciting time when the Church in Wales is making changes aimed at enabling it to better and more effectively engage in its mission and ministry to today’s Welsh society.  There will be opportunities to be involved in high profile meetings and events, and to work with a range of internal and external colleagues and stakeholders. This is a senior post, which the successful candidate will have the opportunity to influence and, in consultation with key stakeholders, to develop further. |