



St Martin-in-the-Fields

Being With Development Coordinator

Closing date – 20 September 2021

Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

About Being With

Being With is a new outreach initiative created and written by Sam Wells and Sally Hitchiner. It takes the theology in Sam Wells' books and arranges them as an introduction to the Christian faith for those who are either new to exploring Christianity or who are returning after a significant break. The course runs over 10 weeks and is most frequently held over Zoom. It involves 6-12 participants and 2 hosts.

This role is based at St Martin-in-the-Fields, though it could be done in part remotely. St Martin's is a community of hope, transforming church and society through commerce, culture, compassion and congregational life. You would need to enjoy the diversity of our operations and celebrate our expansive notion of what a church is.

This is an interesting, wide-ranging and supporting role requiring a broad range of skills. You will be working directly with the Associate Vicar for Ministry and the Vicar, in supporting the newly blossoming initiative in churches across the world – therefore excellent communication and relationship-building skills are a key part of this role.

The job involves occasional travel to churches in the network and to Being With events and meetings. This may sometimes involve overnight stays.

About the role

You will report to the Associate Vicar for Ministry to organise resources and events to grow an ecumenical network of churches and organisations across the globe to launch, train and equip churches and clergy in running Being With courses. Your work will engage with many internal and external contacts and will form a direct close working relationship with the Vicar of St Martin-in-the-Fields, St Martin-in-the-Fields Trust and HeartEdge.

Job Profile

1 Being With

- Assist with the development of the Being With strategic plan
- Coordinate the delivery of the Being With training plan
- Use data and research to initiate and contribute to the growth of Being With
- Implement Being With marketing strategy
- Liaise with membership on involvement in the network, volunteering, growth of the network, provision of resources and enabling easy annual subscription renewal
- Recruit, train and support Being With volunteers
- Liaise with St Martin's Trust on Being With funding
- Oversee development of subsequent Being With courses e.g. BW the Church, BW Creation

2 Communication

- Provide the support necessary to build relationships, organise and weave the network by actively connecting Being With members with other outreach initiatives

- Identify and reflect members' needs and interests in order to ensure the operation of an effective network
- Liaise with website creators and maintain the Being With Website
- Maintain relationships with Being With supporters through mailouts, etc.
- Maintain Being With social media presence.
- Interact with national secular and religious press regarding Being With initiatives.

3 Training

- Identify new trainers for Being With courses
- Coordinate training for clergy wishing to become Being With facilitators.
- Identify potential members of HeartEdge and facilitate their active participation
- Organise the Being With section on other events such as Heart Edge networking days

4 Data management and administration

- Assist in the setting up and maintenance of systems, record keeping and processes in regard to events, activities, finances, membership administration, applying GDPR
- Analyse and research relevant data to use where appropriate
- Assist in writing up research findings into reports
- Report on outcomes and impacts of projects
- Set up and maintain databases for members and the wider mailing list
- Record Being With expenditure and income
- Organise Being With record-keeping systems

This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Who we are looking for

Person specification

To be effective in this role you will need to demonstrate knowledge of and disposition towards the following, including formal training where appropriate.

Essential

- Inspired by the opportunity to contribute to the renewal of outreach in the church.
- Detailed understanding of and lively enthusiasm for the theological writing of Sam Wells, in particular his writing in his book *A Nazareth Manifesto* (Oxford: Wiley-Blackwell 2015)
- Excellent written and verbal communication skills
- Ability to adapt easily and readily to many different situations
- Strong, demonstrable administration skills
- Self-motivation and discipline
- Collaborative instincts along with ability to work autonomously
- Willingness and ability to work easily and efficiently across a wide range of church traditions
- Comfortable communicating with a large range of stakeholders
- Ability to communicate a broad vision and be creative in how to realise it
- Experience of planning and running events of different sizes and types

Desirable

- Experience of marketing or project coordination

Additionally you will need to be

- Enthusiastic about the ethos and work of St Martin's as a whole
- Have great interpersonal skills and a calm 'can do' attitude

Working with us

Based at: St Martin-in-the-Fields, Trafalgar Square, London

Working pattern: 3 days per week (part time)

Salary: £35,000 pa , full time equivalent (FTE) pro rata, plus Workplace pension (subject to t & cs)

Perks: free tea and coffee (on site), access to Employee Assistance Programme (EAP), discounts in St Martin's shop and cafés (subject to t & cs)

Holiday entitlement: 25 days holiday plus bank holidays (FTE) pro rata

For a full job profile see our website <https://www.stmartin-in-the-fields.org/jobs/>

St Martin's is a place where everyone is welcome and we welcome applications from everyone. We want to attract people to work for us from a broad range of backgrounds with diverse attitudes, opinions and beliefs so that we can continue to look at the world with fresh eyes and find new ways of doing things.

St Martin's is committed to diversity and inclusion and we believe this helps us to be a more relevant and effective organisation.

How to apply

To apply for this post, please email the following to hr@smitf.org by **9.00 am on 20 September 2021**:

- A supporting statement explaining why you believe you can do this role, no more than 2 sides of A4
- A comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (please note your referees will only be contacted with your consent)

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101 who can arrange a conversation with Associate Vicar for Ministry.

Interviews will be held either virtually or in person, by arrangement.

As we generally receive a high volume of applications, we do not acknowledge receipt. Only shortlisted candidates will be contacted. Please note this advert may close at short notice.

Want to know more? Look at our social channels to get a glimpse inside life at St Martin's.



@stmartininthefield



@smitf_london



@stmartininthefield

