

**Job title:** Ethical Money Churches Development Manager

**Position reports to:** Executive Director

**Staff reporting:** No staff reports

**Work location:** Work from home (access to Birmingham and Black Country)  
Full driving licence and own car essential  
Desk space available in central Birmingham office

ECCR wants churches to be a significant force in helping businesses to be outstanding contributors to their communities and our world. We believe that churches and communities, through their spending power, investments and community activities, are very well placed to influence the use of money and assets for the 'common good'. To help communities create positive change, we meet with churches to understand their context, and, offering the resources relevant to their situation and local priorities, strive to find the best way of helping them become an Ethical Money Church.

- Do you understand theology, economics and business and engage well with principles & questions relating to money, finance & faith?
- Do you have a heart for economic justice and a commitment to growing Christian discipleship in respect of money & assets?
- Are you a perceptive listener, responsive communicator, able to discern opportunities with congregations and provide guidance in a sensitive and empowering way?
- Do you have the initiative, confidence & personality to engage effectively with church leaders and congregations?

If you have said yes to the above, then we have the opportunity for you!

We are looking for an Ethical Money Church (EMC) Development Manager to promote our EMC project in Birmingham & the Black Country, use the resources that we have developed and work in creative partnership with congregations.

## Background

The Ecumenical Council for Corporate Responsibility (ECCR) is a church-based investor coalition, registered charity (No: 1139618) and membership organisation. We have been established for over twenty-seven years and lead and collaborate with others in advocacy and awareness-raising on issues of economic justice, human rights and environmental sustainability. We are currently implementing our new and exciting strategy – '**Keeping Faith in Finance**'. The 'Ethical Money Churches' (EMC) projects are a vital part of our future and focus on engagement and development of 'grass roots' support in the UK & Ireland.

Since 2014, we have been developing a network of Ethical Money Churches. The pilot project, for which the Friends Provident Foundation was lead funder, continues to run across the South West of England. Its aim is to deepen congregations' and communities' understanding of faith and finance and to connect them with initiatives which can help bring greater financial resilience and empowerment to communities.

Working with 36 churches over three years, the EMC project in the South West has already raised awareness of ethical money issues, helped bring change in how congregations think about money & assets and encouraged participants to consider how the money, assets and skills over which they have control can be directed into “good use”.

Actions have included helping to develop an energy buying co-operative, joining a credit union, considering ethical investments or becoming shareholders and using share ownership as a mechanism to influence business practice.

We are now developing this model into the West Midlands (WM). The WM Ethical Money Churches Project in Birmingham and Black Country has been running for a year with funding from Barrow Cadbury. We now need to appoint a Development Manager.

### **The West Midlands Project**

EMC West Midlands works with churches to find ways in which assets and money can be used ‘for the ‘common good’ and to show that ‘another way is possible’. We want to remove the blockages that are holding communities back from finding greater dignity and sustainability.

We help churches to build on the work they’re already doing, and by sharing knowledge of how assets can be used to create structural change, we enable congregations to create change that has a positive impact in their local neighbourhood – and beyond.

The EMC project will build an alliance of churches across the West Midlands, and the South West, that can act individually and, where they decide it would be effective, together on faith and finance issues.

### **Partners**

Our team partners are the Churches and Industry Group Birmingham-Solihull (CIGB) and the Black Country Urban Industrial Mission (BCUIM). The Development Manager is hosted at the CIGB office in Central Birmingham.

### **The Role**

The EMC Development Manager (EMCDM) needs to work closely with churches and community groups which have been recognised and authorised by their respective local faith communities, thereby providing a solid basis of support, engagement and knowledge sharing.

The EMCDM role is to work with the Partners:

- to recruit participant worshipping communities in Birmingham & Black Country to the project;
- to develop a supportive and interactive relationship with these pilot communities; to help them develop their own vision of how they can use their finances for good;
- to provide resources (or links to resources) that assist them in implementing aspects of their vision to share and disseminate the learning among other churches and networks;
- to promote, develop and manage the project;
- to link with EMC South West and the national ECCR agenda.

The project aims to ensure that sometimes difficult and complex issues – around finance and ethics within faith communities - can be fully explored and appropriate responses developed.

**Key Tasks:**

1. Identify congregations who may be likely to participate in EMC and develop trusting & respectful relationships with congregations who are interested and likely to want to participate in EMC.
2. Help those congregations choose how they would like to participate with the EMC project and select the most appropriate training and support for their situation.
3. Organise, lead and resource as required, meetings, seminars, workshops and courses for participating communities. Develop a network to share knowledge & best practice among EMC communities, project partners, and funders.
4. Contribute to the development, management and use of the EMC pages on the ECCR website. Participate in a steering group to help guide and mentor the project. Help prepare and submit funder reports as and when required.
5. Communicate the outcomes and lessons learnt from the project within the network.
6. Represent ECCR in external regional events and forums as appropriate.

**Person Specification**

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| <b>Education/Training</b>                                    | Degree Level or Equivalent  |
| <b>Experience</b>  | <ul style="list-style-type: none"> <li>• Experience of engaging with groups on substantive principles &amp; questions particularly around money &amp; faith.</li> <li>• Experience of initiating contacts &amp; developing effective working relationships with diverse churches and community groups.</li> <li>• Experience of delivering projects in a variety of contexts.</li> <li>• Experience in the development, preparation &amp; delivery of training materials for church study groups, preachers and/or worship leaders.</li> <li>• Engagement in areas of corporate responsibility, ethical finance or similar.</li> <li>• Experience of building networks to promote partnerships and areas of common interest.</li> </ul> |
| <b>Behaviours</b>  | <ul style="list-style-type: none"> <li>• Proactive and 'can-do' attitude.</li> <li>• Ability to work independently with initiative and within 'virtual team' environment.</li> <li>• Effective project and time management.</li> <li>• Organised and able to use initiative to reach objectives set.</li> <li>• Flexible work hours: there is likely to be extensive travel &amp; work commitments outside of usual office hours and weekend working.</li> <li>• Car driver: A full driving licence and own car are essential.</li> </ul>   |
| <b>Knowledge/Technical Skills</b>                            | <ul style="list-style-type: none"> <li>• An understanding of theology, economics and business.</li> <li>• Excellent interpersonal skills.</li> <li>• Understanding of diverse churches and how they operate; knowledge of established networks of churches and associated organisations.</li> <li>• An understanding of (and sympathy with) the aims and objectives of ECCR and its working environment as a charity working with faith groups, investors, NGOs and companies. Knowledge of</li> </ul>  |

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|  | <p>using web sites and social media.</p> <ul style="list-style-type: none"> <li>• Excellent communication skills combined with experience of communicating information to churches and other worshipping communities both in writing and through public speaking.</li> <li>• Skills to research local businesses, organisations and social enterprises for potential church connections.</li> <li>• An understanding of political, social and economic issues and an ability to reflect upon them theologically.</li> <li>• Competence in IT and general office skills.</li> <li>• Excellent interpersonal skills.</li> </ul> |
| <b>Special Circumstances</b>                                 | <ul style="list-style-type: none"> <li>• Genuine Occupational Requirement to be a Christian, an active member of a church that is a member of Churches Together in Britain and Ireland.</li> </ul>  |
| <b>Key relationships</b>                                     | <ul style="list-style-type: none"> <li>• ECCR Executive Director (line manager);</li> <li>• Development Director, Churches &amp; Industry Group Birmingham;</li> <li>• Team Leader, Black Country Urban Industrial Mission;</li> <li>• ECCR Administration and Finance Officer;</li> <li>• Board Chair and other Board members.</li> </ul>  |

## Review Arrangements

*The details contained in the job description, in particular the principal accountabilities, reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, ECCR will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.*

## Terms & conditions

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| <b>Post</b>   | Ethical Money Churches Development Manager   |
| <b>Location</b>   | Working from home. Access to Birmingham and the Black Country essential.<br>Full driving licence & own car essential.<br>Regular UK travel envisaged. Costs of travel to meetings & out-of-pocket expenses to be covered by ECCR.  |
| <b>Contract</b>   | 1 year contract  |
| <b>Visa Requirements</b>                                      | ECCR does not currently have the ability to issue sponsorship certificates to individuals without the right to work in the UK  |
| <b>Enhanced Disclosure &amp; Barring Service Requirements</b> | This role will require working directly with church congregations and groups. A Disclosure & Barring Service (DBS) check will therefore be requested as part of ECCR's checks following an offer of employment.  |
| <b>Salary</b>   | £27,300/annum pro rata   |
| <b>Hours</b>  | 15 – 19 hours per week apportioned over a four-week period. This will need to be worked flexibly in agreement with the line manager. The nature of the role will require time at evenings and weekends as well as more intense working during regional workshops, events and meetings. |
| <b>Probation Period</b>                                       | All new appointments are subject to a probationary period of 3 months.   |
| <b>Holidays</b>   | The holiday leave year runs from 1 January – 31 December. Holiday entitlement is 20 days per annum pro rata.   |

## **Equal Opportunities**

The Ecumenical Council for Corporate Responsibility (ECCR) is an equal opportunities employer. We aim to ensure that no employee, job applicant, or volunteer receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, class, gender, sexual orientation, age, marital status, family situation, or disability. Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated based on their relevant merits and abilities. All employees will be given equal opportunity and access to training (within the limited funds available). ECCR is committed to making the policy effective and will bring it to the attention of all employees, applicants, and volunteers.

*The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*

## **Application Procedure**

An application form (CVs will not be accepted) can be found on the [vacancies page](http://www.eccr.org.uk/about-us/work-for-us/) of our website - <http://www.eccr.org.uk/about-us/work-for-us/>.

Completed applications should be e-mailed to [john.arnold@eccr.org.uk](mailto:john.arnold@eccr.org.uk) in Word format or posted to:

Jobs at ECCR  
c/o 1 Deepdene Park Road  
Dorking  
SURREY  
RH5 4AL

While we are happy to accept e-mail applications we cannot be responsible for the quality of the copy obtained.

The deadline for applications is **Monday, 11<sup>th</sup> September 2017 (9.00 am)**. Interviews are planned for **Tuesday, 26<sup>th</sup> September in Birmingham**.

Thank you for your interest in working for ECCR.