
Job title: Ethical Money Churches Development Manager

Position reports to: Executive Director

Salary*: £27,300 pa pro rata for 15 – 19 hours per week apportioned over a four - week period.

***We will consider applications on a self-employed basis - £16.25/hr**

Contract: Initially one year.

Work location: Work from home (access to Birmingham and Black Country and ability to travel readily, including at evenings and on weekends, to locations throughout the region essential)
Desk space available in central Birmingham office

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- 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?
 - Do you have the initiative, confidence & personality to engage effectively with churches and inspire church leaders and congregations?

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

Background

The Ecumenical Council for Corporate Responsibility (ECCR) is a church-based investor coalition, registered charity and membership organisation. Established for over twenty-seven years, we both 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'.

ECCR with its partners the Black Country Urban Industrial Mission and the Churches and Industry Group, supported by the Barrow Cadbury Trust, wants churches to contribute to a fair, resilient and sustainable economic system that serves people and planet.

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

We want to build a community of people in West Midland churches who are seeking to fulfil their Christian stewardship and ownership responsibilities with regard to the money, savings and assets that are used either by them as individuals and/or on their behalf as members.

The West Midlands Project

EMC West Midlands works with participating churches to support church members' engagement with questions relating to faith and finance, helping them to look at issues around finance and ethics within a Christian context and to develop responses by which assets and money can be used 'for the 'common good'

EMC has resources help churches to build on the work they're already doing, and by sharing knowledge of how assets can be used to create positive change, we enable congregations to undertake action that has a positive impact both in their local neighbourhood and more widely.

As a sufficient number of churches engage with the project, we anticipate that the EMC Development Manager will build an alliance of churches that can act on faith and finance questions both individually and, where they decide it would be effective, together.

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

To be successful you will need to demonstrate:

- Excellent communication and interpersonal skills.
- Ability to deliver projects in a variety of church contexts.
- Enthusiasm in the delivery of training materials.
- Knowledge of and engagement in areas of corporate responsibility, ethical finance or similar.

Key Tasks:

1. Identify congregations who may be likely to participate in EMC and develop trusting & respectful relationships with them
2. Help interested 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.
4. Help to develop a network to share knowledge & best practice among EMC communities, project partners, and funders.
5. Contribute to the development, management and use of the EMC project generally and communicate the outcomes and lessons learnt from the project within the network.
6. Represent ECCR in external events and fora as appropriate.

Person Specification

Education/Training: Degree level or equivalent

Experience

- Reflecting theologically on questions relating to money & faith
- Engaging with policy and practice in a relevant area, such as corporate responsibility, ethical finance or community investment
- Communicating effectively and developing effective working relationships with diverse churches and community groups
- Developing, preparing & delivering training materials

Behaviours

- Proactive and 'can-do' attitude
- Excellent interpersonal skills
- Ability to work independently with initiative and within 'virtual team' environment
- Effective project and time management
- Organised and able to use initiative to reach objectives set
- Flexible with respect to work hours: there are likely to be significant travel & work commitments outside of usual office hours, including weekend working

Knowledge/Technical Skills

- Background in theology, economics and/or business
- Understanding of diverse churches and how they operate; knowledge of established networks of churches and associated organisations.
- 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 using web sites and social media
- Strong communication skills
- An understanding of political, social and economic issues and an ability to reflect upon them theologically.
- Competence in IT and general office skills.

Special Circumstances:

Genuine Occupational Requirement to be a Christian, an active member of a church that is a member of Churches Together in Britain and Ireland.

Key relationships **ECCR Executive Director (line manager);**

- Development Director, Churches & Industry Group Birmingham;
- Team Leader, Black Country Urban Industrial Mission;
- ECCR Administration and Finance Officer;
- Board Chair and other Board members.

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

Post	Ethical Money Churches Development Manager
Location	Working from home. Access to Birmingham and the Black Country essential. Ability to travel to meetings at locations not served by public transport is essential. Regular UK travel envisaged. Costs of travel to meetings & out-of-pocket expenses to be covered by ECCR.
Contract	1 year contract
Visa Requirements	ECCR does not currently have the ability to issue sponsorship certificates to individuals without the right to work in the UK
Enhanced Disclosure & Barring Service Requirements	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.
Salary*	£27,300/annum pro rata
Hours	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.
Probation Period	All new appointments are subject to a probationary period of 3 months.
Holidays	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.

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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 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/>. A suitable CV and covering letter will be accepted.

Completed applications (in Word format) and/or queries should be e-mailed to john.arnold@eccr.org.uk. Postal applications should be sent to:

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

The deadline for applications is 9.00am, Monday 22nd January 2018

Thank you for your interest in working for ECCR.