

ROLE DESCRIPTION

ROLE: Interim Lead Officer, WorkCare West Midlands (WWM)

RESPONSIBLE TO: Chair and Trustee Board

ROLE PURPOSE:

To lead and develop the work of WWM and further the capacity, sustainability and good reputation of the newly merged charity. This will be done in the following ways:

- To establish strong relationships with current and potential future sponsors and supporters and secure the required funding for ongoing sustainability and growth.
- Working with relevant Team Leaders, to establish/develop strong relationships with senior leaders in organisations with existing chaplaincies with a view to sustaining and building on those chaplaincies.
- To support the organisational development of a deeper understanding of economic issues based on the experience of chaplains and by establishing networking connections with business, trades unions and other organisations
- To seek opportunities to develop new chaplaincies in relevant workplaces within the Birmingham, Coventry, Solihull and Warwickshire area.
- To support the work of chaplaincy Team Leaders and chaplains.
- To facilitate and enable the recruitment and training of new Workplace Chaplains.
- To support the Board and Administrative Team in the development of a 2025 Financial Year budget, commensurate with operational demand, income opportunity and the need for future sustainability.
- To support and encourage the Board in the delivery of the Trustee/chaplaincy team pastoral/buddy scheme.

PERSON SPECIFICATION

The person appointed will need:

- The ability to communicate effectively in a variety of settings, verbally and in writing.
- The ability to network and build partnerships with churches, business organisations, the public sector and community groups. The ability to represent WWM in various settings.
- The ability to be an effective leader of a team, that includes volunteers. The candidate will demonstrate empathy, resilience and an ability to provide appropriate levels of support and guidance.
- The ability to listen, learn and to facilitate learning and development in others.
- The ability to manage their own workload, manage time, prioritise and use IT.
- Awareness of current issues in the workplace, the opportunities and challenges.
- The ability to work ecumenically in a multi-cultural context.
- To meet the Occupational Requirement of being an active Christian (see below).

Occupational Requirement (OR) This post has been identified as having an “occupational requirement” under Schedule 9, Part 1, paragraph 1 and 3 of the Equality Act 2010 where it is a requirement that this post be filled by a Christian (currently active and committed to the Christian faith). All candidates must evidence they support the vision and values of the organisation.

OUTLINE OF TERMS:

The appointment contract will be for an initial one-year term which may be terminated by either party with one month's notice. A monthly rate of £2000 will apply for the delivery of the above services with an expectation of 80 hours per month (flexible hours) to be spent on the work. We are open to this role being an 'on payroll' appointment for tax, NI and pension purposes or being on a consultancy basis, to be discussed with the successful candidate

BACKGROUND OF CHARITY

WorkCare West Midlands is currently in the course of formation, the application is with the Charity Commission. Formed from Workcare Coventry & Warwickshire and CIGB (Churches and Industry Group, Birmingham and Solihull), WWM is an ecumenical charity which aims to provide leadership for the churches' ecumenical engagement within the economic life of the Warwickshire and the West Midlands, (particularly Birmingham and Solihull). We seek to build the Kingdom within economic structures, hoping to be part of God's transforming work. The trustees who form the Management Council are drawn from the Christian denominations and from partner organisations.

Our core activities are:

- Providing workplace chaplaincy;
- caring for people of all faiths and none at work by offering pastoral and spiritual support and guidance;
- acting with others to promote a more humane and just working environment;
- learning about industry, commerce and the impact on the workforce.

Our work centres on workplace chaplaincy in a wide range of organisations. We support those in work and bring a Christian perspective to bear, understanding the pressures of work and business and contributing to developing positive organisational culture. Our chaplains are drawn from across the major Christian denominations and traditions, and we seek to develop strong links with local congregations so that chaplaincy is woven into their ministry and mission. We use the chaplains' experience of workplaces and encounters with individuals to develop our understanding of issues, to resource debate, and to work for change, particularly in relation to those marginalised in our economy.

We have a concern with, and seek to address, major economic issues such as modern-day slavery, the zero-hours economy, unemployment and migrant workers.

Location: West Midlands (predominantly Birmingham and Solihull) and Warwickshire.