

**Job description for the post of:**

## **Community Development Lead**

### **Main purpose and responsibilities**

The Community Development Lead will act as the first point of contact with OneSpirit ministers, and will be responsible for developing our professional body, ROSIM, strengthening quality assurance, and supporting the development of governance models for our minister community.

### **Scope of the job**

OneSpirit Interfaith Foundation operates across UK and Ireland. We are a remote team, meaning there is no central 'head' office, and all staff work from home. You will report to the Executive Director, and the role will involve close liaison with all other staff and faculty.

This is a home-working post requiring a fast broadband connection and a space suitable to use as a home office. All staff are expected to provide their own IT equipment including a computer suitable for the demands of the role.

### **Key responsibilities**

- Ensure measures are in place to support the quality assurance of the professional body representing graduate ministers, and introduce an annual return to gather impact data and showcase examples of inspiring practice
- Support the Ethics & Standards Committee to develop models of governance, codes of practice and other frameworks to support best practice
- Liaise with the Learning Design Specialist and Faculty in identifying and developing CPD courses for ministers, as well as gathering feedback from ministers to contribute to the ongoing development of our living curriculum
- Work with the Executive Director and Communications & Marketing Lead to develop narratives and key messages to support communications with the minister body and wider public in furthering our charitable objectives.
- Work with the Executive Director and the Communications & Marketing Lead to proactively engage with external organisations and partners to develop successful partnerships that improve and expand the scope of spiritual education provided by OneSpirit Interfaith Foundation.
- Other duties as commensurate with the post and in response to organisational needs.

### **Person specification**

#### ***Essential criteria***

1. A track record of innovation and proven ability to translate strategic vision into operational delivery
2. Excellent communication skills with proven ability to influence and inspire
3. Experience of developing excellent working relationships with diverse stakeholder groups.
4. Emotional intelligence and resilience, with proven ability to motivate colleagues and work collaboratively

5. Excellent organisational and time management skills, able to stay on top of multiple, varied projects and relationships.
6. Ability to work in a small team which requires significant flexibility without significant pre-existing structures and processes, and aptitude for working remotely and without direct supervision.
7. Excellent web and computer skills with enthusiasm for leveraging technology, and an ability to adapt and learn new systems where necessary.
8. Ability to deal with work of a confidential or sensitive nature.
9. An understanding of OneSpirit's vision and a commitment to fulfilling this role in line with our aims and values.
10. You must be eligible to work in the UK.

### ***Desirable criteria***

1. Experience of fundraising would be advantageous
2. Experience of working within a training environment would be advantageous.
3. Understanding of GDPR, data protection issues and their implications.
4. Commitment to personal and spiritual development.
5. While being an ordained OneSpirit Interfaith Minister is not essential, it would be a significant benefit in this role, therefore suitable candidates who are not graduates of our training are encouraged to address this in their application).

### **Expectations**

The post holder is expected:

1. To undertake any other duties compatible with the nature of this post.
2. To carry out all duties in a manner that supports and complements OneSpirit's vision, mission, and values.
3. To demonstrate initiative and a solution focussed approach to fulfilling the job purpose and role.
4. To attend and contribute to team meetings, annual planning meetings and other OneSpirit meetings, as appropriate to the role.
5. To ensure that all responsibilities and activities within this post are consistent with the terms and spirit of OneSpirit's Equal Opportunities policy.
6. The nature of the post will require flexibility in undertaking the role and there may be several periods of intense out-of-hours activity throughout the year.
7. Most meetings are held online, however occasionally there may be in-person meetings which will necessitate travel and sometimes overnight stays.
8. Occasionally to work unsocial hours.
9. To contribute to a positive and supportive working environment and to develop positive relationships with key stakeholders.
10. To adhere to the principles of the Data Protection Act and ensure there is an appropriate level of confidentiality and security of OneSpirit's work.