



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Racial Justice Development Officer
TEAM:	Mission & Ministry
DURATION	2 years fixed-term
LINE MANAGER:	Director of Engagement
RESPONSIBLE FOR:	N/A

JOB PURPOSE

As part of the Diocese of Salisbury's commitment to *Making Jesus Known in every place so that all may flourish and grow*, this role will champion the diocesan priority of *Working for Justice* by promoting racial justice, equity, and inclusion across all aspects of diocesan life.

The Racial Justice Development Officer will work with the Director of Engagement, and colleagues across departments, especially the Vocations Team to embed racial justice into diocesan strategy, culture, and practice. This includes enabling diverse vocations, influencing policy, supporting diocesan networks and leaders, and resourcing local parishes to build inclusive communities.

DUTIES AND RESPONSIBILITIES

Strategic Leadership & Coordination

- Under the guidance of the Racial Justice working group, lead the development, implementation, and review of the Racial Justice Recommendations adopted by Diocesan Synod.
- Support the Diocese in addressing the under-representation of UKME/GMH people in congregations, governance structures, and leadership roles by influencing strategy and processes.
- Contribute to the development and monitoring of diocesan strategy around diversity, inclusion, and justice, ensuring effective evaluation, reporting, and accountability.
- Coordinate and develop the Diocesan Justice Network, including scheduling meetings, taking minutes, and facilitating shared learning and collaboration.



- Support the creation of strategic partnerships for e.g. Armed Forces, providing opportunities for shared work, learning, and training.

Vocations and Ministry Development

- Work with the Ministry Formation Team to identify and address barriers to diverse participation in ordained and licensed lay ministry.
- Contribute to shaping inclusive pathways into leadership and discipleship, particularly for those under-represented in current ministry structures.
- Develop and disseminate theological, educational, and cultural resources for use by churches, schools, and community groups.
- Develop a program of learning to support ongoing formation and development of key leaders as it relates to diversity.

Growing Younger

- Collaborate with the Diocesan Board of Education and Growing Younger team to embed racial justice across chaplaincy, schools work, youth ministry, and trust partnerships.
- Support initiatives that diversify participation and leadership among children and young people in education and church settings.

Advice, Support, and Representation

- Serve as the Diocesan contact for individuals, parishes, and external bodies on matters related to racism, equity, and inclusion.
- Provide guidance and capacity-building support to Bishop's Staff, clergy, lay leaders, and diocesan officers on inclusive practice and anti-racist leadership.
- Represent the Diocese in national, regional, and ecumenical networks concerned with racial justice and diversity.

Policy and Culture Change

- Advise on the review and development of diocesan policies to ensure racial equity is embedded throughout diocesan operations and culture.
- Work alongside HR and senior leaders to support good practice in recruitment, retention, and development of staff and volunteers from diverse backgrounds.



- Deliver and support training, reflection, and awareness-raising initiatives for parishes, deaneries, and diocesan teams.
- **Monitoring, Evaluation & Communications**
- Work with colleagues to collect and analyse data, measure impact, and report on progress towards racial justice goals.
- Support the Communications & Engagement Team in sharing stories, testimonies, and good practice to inspire change and increase engagement.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Theologically literate, able to engage across traditions within the Church of England 	<ul style="list-style-type: none"> Qualification or training in Black Theology, Intercultural Theology, or related fields.
Experience	<ul style="list-style-type: none"> Demonstrable experience promoting racial justice, equity, and inclusion in faith-based, educational, or community contexts Experience in developing strategies, producing reports and evaluating impact Experience in delivering training and developing resources Experience building and sustaining networks 	<ul style="list-style-type: none"> Experience in ministry or vocations development Experience working with schools, youth, or educational settings Experience with policy influence or change management
Skills & Competencies	<ul style="list-style-type: none"> Excellent communication (written and verbal) and interpersonal skills Strong relational intelligence and ability to engage sensitively across cultures and theological contexts Ability to manage projects, meet deadlines, and balance strategic and operational work Confident working collaboratively and independently 	<ul style="list-style-type: none"> Digital fluency and confidence using platforms such as MS Teams, Zoom, or database systems
Knowledge & Understanding	<ul style="list-style-type: none"> Understanding of structural racism, intersectionality, and reconciliation in church and society Awareness of diocesan structures and governance in the Church of England Understanding of safeguarding and commitment to the highest standards of best practice 	<ul style="list-style-type: none"> Experience of trauma informed approaches to working

Employee Name:

Line Manager Name:

Signature:

Signature: