**JOB DESCRIPTION**

**JOB TITLE**

Church in the Community Coordinator

**LOCATION**

Home-based

**AIMS OF POST**

In support of the IBEX key points for the furtherance of its Object:

* assisting Church development in engaging in the economy of the communities in which they are set
* engaging in action in the local economy with partner organisations where appropriate
* acting as a signpost to existing resource networks and projects and seeking out and making known new sources of information and support.

**RESPONSIBLE TO:**

The Employee will be employed by IBEX, The Churches Working with the Economy – Hampshire and Dorset. The Employee will be under the supervision of the IBEX Chair, but with an important and supportive colleague relationship with the Chaplaincy Coordinator.

**DUTIES**

* To identify, support and share information about church-based community action.
* To be aware of established and new sources of training material for new or potential community action projects, and to advise on their use.
* To help churches to identify need in their local communities, by gathering local information and carrying out basic community audits.
* To encourage churches to develop appropriate social and community action in their localities, possibly in cooperation with other Church, Faith or secular bodies.
* To develop and maintain a database of church based social and community projects, including individuals working alone, across the IBEX working area, using data collected directly and links to existing lists.
* Encourage communication with and between project teams and individuals, perhaps through the development of a Church in the Community Forum (to reflect the Chaplaincy Forum) on the IBEX Website, to facilitate mutual support and the sharing of good practice.
* To prepare “How to packs….”, available on the website, to disseminate the benefits shared in Training Days, e.g. “How to seek funding for your project”, and other issues such as “How to set up a Rent Guarantee Scheme / a Contact Centre / a Credit Union”
* use.
* Keep adequate records of work undertaken.
* To be the locally-based contact for specific ecumenical projects and campaigns of both a national and regional nature, ensuring the IBEX network is fully briefed and advising the IBEX Board on appropriate responses and strategy.
* To work closely with the Social Responsibility network and other appropriate sector ministries.
* To identify and work with like-minded groups or organisations from other Faiths or secular bodies.
* Any other duties and responsibilities, identified by the line manager as are within your capabilities and level of responsibility, in order to meet the needs of the organisation.

**Strategic Development**

* To work with the IBEX Board in the process of updating, monitoring and evaluating the IBEX strategy
* To collaborate with the IBEX Board in the regular review and updating of the IBEX business plan.
* To liaise with nominated personnel in each denomination in the local area who have strategic responsibilities, to ensure IBEX is playing a complementary role at the ‘leading edge’ of faith in the local economy and society.