



ROLE DESCRIPTION LEAD OFFICER

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 charity.

People management

- Encourage and nurture chaplains in their ministry through pastoral support and regular contact.
- To line manage team leaders and the Administrator and support them in understanding and developing their responsibilities.
- Help coordinate Chaplains' Get-Togethers, ensuring time for prayer, reflection, and learning.
- Help identify and promote opportunities for training and Continuous Professional Development (CPD), ensuring chaplains remain equipped and confident in their roles.
- Promote the use of the online chaplaincy reporting form to gather stories and examples of impact.

Building Partnerships and Connections

- Broaden and strengthen links with churches, chaplaincy bodies, and local faith groups in Coventry, Warwick, and across the West Midlands and other current and potential sponsors and supporters.
- Help connect WWM with national chaplaincy networks to share good practice and resources.
- Build relationships with employers and business networks, helping them understand the benefits of chaplaincy.

Strategic Development and Coordination

- Assist in implementing WWM's local and national strategy goals as outlined in *Big Vision, Small Steps*.
- Contribute ideas and feedback to the Trustees and leadership team to help WWM remain effective and responsive.
- Help maintain links with partner chaplaincy organisations across the UK, contributing to shared initiatives like a national resource library for chaplain training.
- Support WWM's commitment to good governance, inclusion, and ecumenical working.

Events and Communication

- Contribute to the direction and organisation of key WWM events such as the Spring Away Day, Summer Wider Stakeholder Event, and Autumn Commissioning Service.
- Use WWM's videos and promotional materials in training, recruitment, and awareness events.
- Help share stories of chaplaincy that demonstrate its impact in workplaces and communities.
- Support national initiatives such as Workplace Chaplaincy Sunday, encouraging churches to take part each year.



PERSON SPECIFICATION

The person appointed will need:

- The ability to communicate effectively in a variety of settings, verbally and in writing.
- 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 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 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).

This role will report to the Chair of Trustee

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 a part time, permanent role which may be terminated by either party with three months’ notice. A day rate will apply for the delivery of the above services with an expectation of typically 2 days per week (flexible hours) to be spent on the work. Flexibility on hours (with possible additional hours) may be required at certain times of the year – e.g. training courses, Commissioning Service, annual away day and events). 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. Pension contributions in line with statutory requirements will be offered. Holiday of 25 days per year (pro rata) excluding Bank Holidays.

BACKGROUND OF CHARITY

WorkCare West Midlands is a Registered Charity (Number 1208119). Formed from the coming together of Workcare Coventry and 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 Warwickshire and the West Midlands (particularly Birmingham and Solihull) through the provision of chaplains in various workplaces. 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 Christian congregations so that chaplaincy is woven into their ministry and mission. We use the chaplains' experience of workplaces and encounter 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: A mixture of remote working and meetings in Birmingham City Centre and throughout the West Midlands and Warwickshire.