



Job Description

Job Title:	Laity Development Inclusion and Diversity Online Learning Co-ordinator
Department:	Community Development – Leadership Development
Reports To:	Community Development Team Lead
Status:	Exempt 28 hours per week
Prepared By:	Cecilia Eggleston
Prepared Date:	October 2019
Approved By:	Governing Board HR Team
Approved Date:	November 2019
Job Duties, Responsibilities, Qualifications, and Requirements	
Job Summary	To ensure MCC’s commitment to lay empowerment, inclusion and diversity is embedded in who we and what we do
Essential Duties and Responsibilities	<p>Work with the LEAD programme to train and equip lay leaders</p> <p>Identify positions where LEAD graduates may serve and work with LEAD team to actively recruit to these positions</p> <p>Explore opportunities for further lay development programmes that can be made available globally – (the next CLM)</p> <p>Work with MCC diversity and inclusion affinity working groups, the Moderator and Community Development Team Lead and to agree terms of reference for the diversity and affinity working groups</p> <p>Work with MCC diversity and inclusion affinity working groups, the Moderator and Community Development Team Lead and to develop clear channels for inclusion and diversity input into key decision-making and planning</p> <p>Work with diversity and inclusion affinity groups and colleagues to develop and use ways of measuring inclusion and diversity at denominational level</p> <p>Work with diversity and inclusion affinity groups, local churches and colleagues, to develop and use ways of measuring inclusion and diversity at a local church level, seeking best practice that already exists in MCC</p> <p>Work with diversity and inclusion affinity groups, local churches and colleagues, to find and share best practice, around relevant issues, that already exists in MCC</p> <p>Ensure that resources developed by the diversity and inclusion affinity groups and are posted online – MCC website and other appropriate online spaces</p> <p>Ensure that resources developed by colleagues are posted online – MCC website and other appropriate online spaces</p>

	Work with Communication team to actively share stories which reflect MCC's diversity and lay empowerment
Marginal Duties	
Supervisory Responsibilities	Oversee and support the diversity and inclusion affinity groups
Required skills, education and experience	<p>Fluency in written and spoken English</p> <p>Excellent communication skills</p> <p>Ensure that diversity and inclusion are embedded and measured in our work</p> <p>Encourage a culture of sufficiency and generosity</p> <p>Proven ability to work effectively alongside diverse groups of people</p> <p>Excellent understanding of and commitment to the importance of inclusion and diversity as an MCC value and the complexities of addressing issues, such as racism, sexism, internalised homophobia in a positive way</p> <p>Experience in supporting diverse groups to work together</p> <p>Experience in setting up monitoring systems to measure diversity and inclusion</p> <p>Proven ability in working with small groups to develop high quality resources</p> <p>Excellent understanding of and commitment to the importance of the "priesthood of all believers" within MCC</p> <p>Experience in identifying and mentoring lay leaders</p> <p>Experience in developing and posting resources in a timely manner</p> <p>Proficiency in Microsoft Office Word, Excel, and PowerPoint</p> <p>Able to prioritise and manage a busy workload</p> <p>Able to comply with MCC policies and procedures</p> <p>Ability to effectively communicate in an office environment in which much interaction occurs through phone, email, messaging, Skype, and virtual meetings</p>
Desirable skills, education and experience	<p>Experience in developing online resources, such as webinars, videos</p> <p>Familiarity with Google Docs, Google Drive, Adobe Connect, Constant Contact</p> <p>Basic competency with Salesforce database</p> <p>MCC is an international organisation, so competence in a language other than English is an asset</p>
Personal characteristics	<p>Team Player</p> <p>Has integrity</p> <p>Self motivated</p> <p>Ability to maintain confidentiality</p> <p>Flexibility and positive attitude</p>

<p>Physical Demands</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee will need to complete the majority of tasks on a computer (PC or Mac). The employee will also need to be able to access internet in a home office. Vision abilities include vision needed to work on a computer, read typed and handwritten notes, received email and messages, access Microsoft Office software (software provided) Facebook, Skype, Adobe Connect, Constant Contact and Google Drive.</p> <p>In performance of the duties of this job, the employee may be required to travel occasionally, drive a motor vehicle, and communicate using telephone, email and other systems of communications as needed (i.e. Skype).</p>
<p>Work Environment</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The employee will work from a home office the majority of 28 hours each week. Compensation for mileage is not included in the salary.</p>
<p>Other Important Information</p>	<ul style="list-style-type: none"> ● Part time 28 hours per week – this position will be prioritised for full time hours, when finances allow ● Location: home office, with occasional travel ● Relocation package is not available