# DIOCESE Of Winchester(5

# SCHOOL OF MISSION

# Licensed ministry training: training COORDINATOR

Role Description

Context

The Diocese of Winchester seeks to ‘Live the Mission of Jesus’ becoming a mission-shaped diocese by focussing on four strategic priorities developed in synod in 2013:

Under God, delighting in His grace and rooted in the Diocesan Rule of Life, we are becoming Diocese in which

* we grow authentic disciples (Strategic Priority 1);
* we re-imagine the Church (Strategic Priority 2);
* we are agents of social transformation (Strategic Priority 3);
* we belong together in Christ, practising sacrificial living and good stewardship of all that God has entrusted to us (Strategic Priority 4).

The **mission** of Jesus is interpreted in three dimensions:

* Passionate personal spirituality;
* Pioneering faith communities;
* Prophetic global citizenship.

The Diocese is committed to ‘sodal’ mission and ministry complementing existing ‘modal’ (parish) ministries. Sodal ministries include pioneering, sector ministry, chaplaincy, church planting, fresh expressions of missional communities and new forms of church.

Developing sodal ministry relies on effective strategies for evangelism and discipleship. Within the mission of the whole people of God, and according to the strategic priorities of the Diocese we encourage the discipleship of all, based on a common diocesan Rule of Life, in order to grow the vision of our common vocation to contribute to the common good. We also seek to discern and nurture the vocation of Christian leaders who are called to equip the whole people of God in their mission.

Influenced by the *Growing Faith* (HB(18)23) national initiative such that every aspect of our training considers the implications for children, young people and nurturing faith within households, we seek to serve a dynamic of church, schools (colleges, HE/FE) and households who understand their calling, are built up and engaged in serving the common good as global citizens, part of a world mission movement. Part of the diocesan strategy is to develop leaders who play a role in revitalising traditional parishes and starting new church plants and fresh expressions of church.

As part of this development the School of Mission of the Diocese of Winchester, under Canon Principal Mark Collinson, includes a Licensed Ministry Training scheme (LMT). Part of the South Central Theological Training Institution (SCTEI), LMT was set up to train Licensed Lay Ministers and ordinands under the national Common Awards programmes validated by Durham, and now also includes some curates during their title post and students training on the one-year Bishop’s Permission to Preach course for authorised ministry.

LMT provides part time training, based largely at the Bishop’s Palace, Wolvesey, with different pathways leading to Foundation Award (one year), Diploma of HE (three years) and BA (two years for those already with a DipHE). Led by the Dean of Licensed Ministry Training, Revd Paul Dunthorne, the LMT Core Staff team currently includes a Registrar (0.4 FTE), a Pastoral Coordinator (0.6) and a full-time Administrator.

Due to the significant growth in number of students and variety of different programmes, the Winchester Diocesan Board of Finance is seeking to employ a full-time School of Mission Training Coordinator who will share in the organisation, leadership and delivery of Licensed Ministry Training, and who is willing to accept the responsibility of supporting the academic, missional, spiritual and ministerial formation of all students training and developing their calling through LMT. A thorough understanding of the development of spiritual formation for ministry of laity and ordained leaders is required.

Responsible to: Dean of Licensed Ministry Training

Main Purpose: To be a key member of the LMT Core Staff team, furthering the academic, missional, ministerial and spiritual formation of those training for ministry by helping to organise lead and deliver the LMT ministry training and development programmes.

Hours: 35 hours per week (full time).

Salary: £27,231 pa (Spine Point 8)

Responsibilities and Purpose

As a member of the Diocese of Winchester School of Mission (WSM), under the overall leadership of the Canon Principal and working directly with the Dean of LMT, the Training Coordinator will be a member of LMT Core staff, playing a key role in the formation and development of Christian ministers, through the operation and delivery of LMT programmes, including the particular responsibilities detailed below. Alongside key relationships with WSM colleagues, and with LMT students, the role will also require liaison with regional training partners (through the SCTEI), especially the Common Awards management framework and the Quality Assurance partnership) and national colleagues delivering Common Awards.

Development of LMT

1. Working with the Dean of LMT as a full member of the LMT Core Staff to develop further the whole work of the LMT, as directed by the Dean of LMT; contributing to the development of a Christian missional pedagogy amongst the WSM staff, LMT team, LMT Advisory Group and regional TEI meetings as appropriate;
2. Having a particular role in organising the formational tutorial and study day programme that sits alongside the Common Awards modules, enhancing spiritual formation;
3. Maintaining a due regard to current safeguarding legislation and Church of England guidance when engaging with students, and maintain personal safeguarding training;
4. Maintaining personal theological and educational learning, relating it to practice and to Christian discipleship;

Resourcing

1. Having a particular responsibility for the LMT library, as it merges with the Diocesan Resources Centre (being resited in Wolvesey), including developing and maintaining borrowing systems and liaising with colleagues and module tutors to ensure that key texts for available for students;
2. Having a particular responsibility for other LMT resources, and for ensuring the timely and accurate provision of module handbooks;
3. Assisting where appropriate the LMT Registrar on the resourcing of tutors and students through the Moodle Virtual Learning Environment;

Delivery

1. Organising the Christian worship held on tutorial evenings and LMT residentials (mainly led by students, but also including Holy Communion services), offering feedback to the students on their leading of these services (within the framework and breadth of the Anglican tradition) and contributing personally to the leadership of these worship services;
2. Contributing to the delivery and assessment and development of high-quality, professional training in a Christian context, comprising formative and summative modules and other teaching;
3. Being involved with the marking and second marking (moderation) of LMT modules;
4. Unless agreed in advance with the Dean of LMT, attending our evening tutorials (currently held each Thursday), whether tutoring or not, to ensure tutors and students have the resources they need, and to share in the spiritual, formational and academic support of our student cohorts (up to about 70 students);

Formation

1. Having a particular responsibility for student documentation through their training, notably Interim Ministry Specifications completed in partnership with their Training Ministers and the annual reporting process for both ordinands and LLM trainees, being one of the Core Staff team conducting interviews and writing reports;
2. Organising and helping to lead the annual School of Mission placement visit with Companion Links (currently Rwanda), including planning in liaison with the partner Diocese/Province, advertising, preparation of students (practical and spiritual), managing of budget and overseeing booking of flights, administration and other associated responsibilities.
3. All other duties as agreed with / notified by the Dean of LMT, Canon Principal or Chief Executive.

Key Relationships

* Canon Principal
* Dean of Licensed Ministry Training
* LMT Registrar
* LMT Pastoral Co-ordinator
* School of Mission Administrator
* DDO (and ADDO)
* Ordinands
* LLM and LLW trainees
* SCTEI regional colleagues

Person specification

Qualifications

The successful candidate should have:

1. A BA (Hons) or equivalent in theology is essential. An MA or higher in theology would be desirable.
2. A demonstrable commitment to continuing professional development.

Note: It will be a requirement of the appointment that our Safeguarding Training is completed up to the Leadership module level, along with GDPR training within the probation period.

Background and Experience

1. Experience in, and demonstrative commitment to, leadership and ministry development in a Christian missional church context.
2. Proven experience of coordinating and delivering high quality, professional training and development in a vocational theological and missional context.
3. Experience of delivering training in collaborative partnership with others is essential. Experience of organising and delivering training / education schemes at HE Level 4 or greater is desirable.
4. A sound understanding of mission and ministry in other cultures. Ideally experience of working with an overseas Church, Diocese or Province of the Anglican Communion.
5. Experience in recruiting and caring for a volunteer team.
6. Experience of providing Quality Assurance of HE programmes is desirable.
7. Experience in working with / managing a Virtual Learning Environment is desirable.

Skills and Competencies

1. Significant competence in IT, including (but not limited to) email, MS Office and basic website management is essential.
2. Commitment to handling confidential and sensitive information in a highly professional manner.
3. Demonstrable ability to work as part of a team, comfortable working under direction, as well as an ability to work independently.
4. Able to build and maintain strong working relationships with high emotional intelligence, relating to a range of people and parishes in different contexts and stages in their journeys of discipleship.
5. A skilled organiser and administrator with experience of managing complex processes and having an attention to detail.
6. Ability to teach and relate theology with reflective praxis.
7. A flexible approach to work, able to adapt and change practices and processes in a rapidly changing organisation.

Other

1. A person who is already committed, or will commit, to the strategic priorities of Winchester Diocese (growing authentic disciples, re-imagining the Church, being agents of social transformation and practicing sacrificial living and good stewardship of all that God has entrusted to us through our belonging together in Christ).
2. A heart for mission and a passion to help others grow and develop in their vocation and roles.
3. Current driving licence and access to a vehicle.

**NOTES**

The following general principles should be observed:

The designated office base for this role will be The Diocesan Office, Wolvesey, Winchester. The Diocese has two main offices; the post holder will be expected to work from whichever base is appropriate in order to facilitate a particular task. The two offices are located:

* Wolvesey, Winchester, Hampshire, SO23 9ND
* Old Alresford Place, Alresford, Hampshire, SO24 9DH.

The post holder will also on occasion be required to travel about the Diocese, sometimes outside usual business hours and to remote locations; having access to one’s own transport will be essential.

An Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.

It will be a requirement of the appointment that Safeguarding Training – C1, C3, Domestic Abuse and Safer Recruitment training is completed along with GDPR training within the probation period.

An Enhanced DBS will be required for this role. This post holder will be leading worship for students occasionally, and dealing with adults who are, due to the nature of the pressure of their training sometimes in vulnerable situations. There is no requirement for the person to be ordained or a licensed lay minister. The post-holder may need to be willing to be Commissioned by the bishop if they have no other formal licensing or authorisation.

The role requires the post holder to regularly work on one evening per week and occasionally a weekend, dependent on need. Evening and weekend work will be considered part of the 35 hours. The role requires a flexible approach to working hours where working times vary according to the needs of the work including some evening and weekend work. The post holder will manage their own hours in accordance with the Working Time Directive through discussion with their line manager. Support in applying the WTD is available. The role holder will be required to keep a record of their working hours and share that record with their line manager on request.

The role is offered on the basis of the post holder having a right to work in the UK.

Holiday entitlement is 25 working days plus Bank Holidays (or a day off in place of a Bank Holiday worked). The post holder will be required to use the annual leave booking system.

The Employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Chief Executive Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities.

**Agreed MC and SB 25 September 2019**