# DIOCESE Of Winchester(5.jpeg

# vocations adviser and DDO

Job Description

Context:

Nationally the mission of the Church of England is expressed in three aims: it is committed to reimagining ministry for growing the church and contributing to the common good.

Winchester aims to become a **mission-shaped diocese**. Our **vision** statement is ‘*Living the Mission of Jesus’*. Participating in the **mission** of Jesus is interpreted in three dimensions:

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

We are committed to the mission of the whole people of God, encouraging the discipleship of all 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.

We are therefore committed to providing theological training which has this mission at its heart. Over the coming years the diocese will develop a suite of mission-focused theological modules, in collaboration with the Regional Training Partnership (RTP) and validated by Durham University, to deliver training for lay and ordained leaders and enhanced continuing ministerial education. The Winchester School of Mission will therefore be the delivery and turn-around team responsible for supporting our strategic priorities and delivering the theological training.

The Vocations Adviser directly supports the Bishop of Winchester in his responsibility for all types of ministry within the Diocese of Winchester. The post holder will be responsible specifically for promoting lay and ordained vocations and supporting, through selection and initial training, suitable and gifted people with a heart for developing the mission of the whole people of God in the diocese and more widely. The Vocations Adviser will also be a key contributor to the local theological training for mission leadership.

Responsible to:The Canon Principal

Main Purpose:To continue the development and delivery of a comprehensive strategy to promote and increase vocations to both lay and ordained ministry across the Diocese of Winchester, and to support the Canon Principal in overseeing effective training for those selected for mission leadership.

Hours:35 hours a week

It is expected that in order to meet the requirements of the role the Vocations Adviser will need to attend appointments, meetings, training and events outside of usual business hours, meaning that some evening and weekend working (all with notice) will be necessary.

Transport: As the Adviser will 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.

Salary: **£41,041** (Spine point 16 on the WDBF salary scale)

Responsibilities and Purpose:

Encouraging Vocations

1. Directed by the Canon Principal of the School of Mission to consolidate and deliver our comprehensive strategy for increasing the number of lay and ordained vocations, discerning appropriate targets, methodologies and policies; to also undertake the pastoral, administrative and management work of the Diocesan Director of Ordinands.
2. To develop strategies and networks for encouraging vocations in young people and those from ethnic minorities;
3. To keep up to date with current thinking, best practice and training on discerning and encouraging vocations, linking with colleagues from the National Church Ministry Division and the Regional Training Partnership, especially managing the process of transition to the new discernment framework;
4. As lead of a wider vocations team, build and develop the network of Local Vocations Advisers (LVAs) and Examining Chaplains, training and equipping them to encourage vocations across their areas, with particular focus on filling the gaps in vocations in terms of gender, tradition, social class, ethnicity and age (BAME);
5. To manage the statutory processes relating to the discernment and approval of candidates for ordination and Licensed Lay Minister/Worker (LLM & LLW) training, supporting the Bishop of Winchester in the facilitation of Diocesan Panels and liaising with Ministry Division regarding Bishops’ Advisory Panels (BAP).
6. To brief, support and advise Diocesan/National Selectors on potential candidates, preparing papers in advance of Panel meetings and BAPs, and feeding back decisions to candidates afterwards;
7. Assisted by our full time administrator, to maintain all relevant files and paperwork in line with policies on data protection and handling sensitive information;
8. Assisted by the administrator, to manage ordinand/RME finance and the vocations budget;

Diocesan Strategic Priorities

1. In line with the policies and directions communicated by the Bishop’s Staff Team (BST), and in consultation with the Canon Principal, review current approaches to ministry recruitment and Workforce Planning, in light of the falling numbers of candidates nation wide;
2. In line with the policies and directions communicated by the BST, and in consultation with the Canon Principal, identify what new forms of ministry are required to resource the Diocesan vision, with a focus on new opportunities for sodal ministry, agreeing appropriate forms of accreditation and training (e.g. for pioneers, church planters, youth workers, social entrepreneurs and chaplains);
3. In line with the policies and directions communicated by the BST, and in consultation with the Bishop and Canon Principal, identify a range of training contexts for title posts, offering a variety of traditions, cultures and mission opportunities, and to agree and administer a clear, transparent process for the placement of title curates;

School of Mission

1. To line-manage our full time administrator and our ADDO/IME 2 Adviser as well as to oversee the wider DDO Team (currently three ADDOs who give roughly a day a week);
2. Working closely with the ADDO/IME 2 Adviser to deliver an agreed number of sessions in the annual IME 2 programme of ministerial training provided by the School of Mission;
3. To work with colleagues in the School of Mission, under the leadership of the Canon Principal to develop a strategy to increase the deployment opportunities forLLMs and LLWs, and SSMs, recognising the wealth of ministry these two groups provide and consolidating our thinking on valuing the distinctive characteristics of each form of ministry within parishes and evolving Benefice Ministry Teams;
4. In the light of GS2056 ‘Setting God’s People Free’ and the forthcoming ‘Calling All God’s People’ to encourage the development of church leaders who will in turn develop teaching and practices on seeing vocation in the context of life long discipleship;
5. Such other tasks as may reasonably be requested by the Chief Executive.

Person Specification

Education

1. Educated to degree level or equivalent;

Experience & Training

1. A heart for mission and a passion to help others grow and develop in their vocation and roles;
2. Familiar with Church of England procedures for discerning vocations and selection for lay and ordained ministry;
3. Experience of acting effectively in an advisory capacity regarding vocations and ministry;
4. Proven experience of coordinating and delivering high quality, professional training and development in a theological and missional context;
5. A skilled organiser with experience of managing teams and complex processes effectively;
6. An agent for change, comfortable operating with a degree of ambiguity;
7. A flexible approach to work, able to adapt and change practices and processes in a rapidly changing organisation;
8. Able to handle confidential and sensitive information;
9. Able to manage budgets and finance matters;

Relationships

1. Able to build rapport quickly with a wide range of people;
2. Able to listen attentively with discernment and give helpful and realistic feedback;

Team development and management

1. A team builder who can delegate effectively, and is comfortable working under direction and as part of a team;
2. Able to build strong working relationships with high emotional intelligence.

NOTES

The following general principles should be observed:

1. This role will be based at The Diocesan Office, Wolvesey (Diocese of Winchester, Wolvesey, Winchester, Hampshire, SO23 9ND).
2. The role is full time - 35 hours, worked flexibly to meet the requirements of the role. The post will require the post holder to work into the evening on occasions and on occasional weekends. Evening and weekend work will be considered part of the full time hours allocated to this role.
3. An Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.
4. Holiday entitlement is in addition to Bank Holidays.
5. The role is offered on the basis of the role holder having a right to work in the UK and a satisfactory Enhanced DBS report.
6. As the post holder will 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.
7. It will be a requirement of the appointment that Safeguarding Training –Basic, Foundation and Leadership, Domestic Abuse and Safer Recruitment training is completed along with GDPR training within the probation period.
8. 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 is not a stipendiary post.

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

Agreed JD MC/SB 2 **December 2019**