

VOCATIONS ADVISER AND DDO

Job Description

Context:

Winchester aims to become a **mission-shaped diocese**. Our **vision** statement is '*Living the Mission of Jesus*' so that we generate sustainable growth for the common good. The Bishop's ministry promotes this across the diocese in three dimensions:

- Passionate personal spirituality
- Pioneering faith communities
- Prophetic global citizenship.

The whole diocese has four strategic priorities: we are growing disciples, re-imagining the church, agents of social transformation and mutually generous. 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. The diocese has been developing 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 (WSM) contributes towards the delivery and turnaround required for supporting our strategic priorities and delivering the theological training. The Vocations Adviser and DDO is responsible for recommending people to join this training in the WSM and at other Theological Educational Institutions.

The Vocations Adviser directly supports the Bishop of Winchester in his responsibility to encourage the callings of all God's people and 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 lead further development and delivery of a comprehensive strategy to promote and increase the number of 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

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

Responsibilities and Purpose:

Encouraging Vocations

1. To promote the mission spirituality which sustains the witness and mission of the whole people of God in the diversity of their callings as they contribute to the common good. It is this wider horizon which forms the outcome and impact of Christian ministry.
2. In collaboration with the Canon Principal of the School of Mission to lead further development and delivery of 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;
3. To prioritise development of strategies and networks for encouraging vocations in young people and those from ethnic minorities;
4. To integrate the new framework for discernment, best practice and training on discerning and encouraging vocations, linking with colleagues from the National Church Ministry Division and the South Central Regional Training Partnership and TEI.
5. 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);
6. 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) within the new framework.
7. 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;
8. Assisted by our full time administrator, to maintain all relevant files and management of ordinand and RME finance and the Vocations budget in line with policies on data protection and handling sensitive information;

9. 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;

Diocesan Strategic Priorities

10. 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 the light of national trends;
11. 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);
12. 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;

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13. To line-manage our full time administrator and our Assistant DDO/IME 2 Adviser as well as to oversee the wider DDO Team (currently three ADDOs who give roughly a day a week), Local Vocations Advisers, Examining Chaplains and Panel members;
14. 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;
15. 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 for LLMs 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;
16. Such other tasks as may reasonably be requested by the Chief Executive.

Person Specification

Education

1. Educated to degree level or equivalent.

Experience & Training

2. A heart for mission and a passion to help others grow and develop in their vocation and roles.

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

Relationships

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

Team development and management

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

NOTES

The following general principles should be observed:

- a) This role will be based at The Diocesan Office, Wolvesey (Diocese of Winchester, Wolvesey, Winchester, Hampshire, SO23 9ND).
- b) 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.
- c) An Occupational Requirement exists for the post-holder to be an ordained minister in Anglican Orders.
- d) The post-holder is required to be ordained in the Church of England. They will be granted permission to officiate in accordance with DBF policies on Safer Recruitment.

- e) Holiday entitlement is in addition to Bank Holidays.
- f) 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.
- g) 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.
- h) 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.
- i) 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.

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