Job Description

Initial Ministerial Development Officer

Location: Hybrid. Lichfield Diocesan Office/ home with travelling across the whole diocese

Responsible to: The Director of Ministry

Duration: Permanent

Salary: £41,765 p.a. +pension

Hours: 35 hours per week with some evening and weekend working, including residential overnight stays on occasions.

PURPOSE

The purpose of this role is to equip our clergy and Licenced Lay Ministers in their initial ministerial development through the ongoing creation, review and implementation of training programmes for licensed Lay Reader Training and IME Phase 2 (curate training).

BACKGROUND

The diocese of Lichfield comprises 532 churches, 205 schools, c. 200 fresh expressions and 80 chaplaincies, alongside Lichfield cathedral. Covering the Black Country, Staffordshire and Northern Shropshire, a population of 2 million people, the diocese supports a worshipping community of around 40,000 people.

Our diocesan strategy identifies that our clergy and lay ministers are the key lever for growth and change as we journey towards our vision for Lichfield Diocese. Our desire is to identify and overcome the barriers that are holding back people from offering for ordination and to reimagine our approach to lay ministry, offering a variety of routes

and training to equip our communities. We are planning for and experiencing an increase in lay and ordained vocations in the diocese and are seeking to draw more from and support the wealth of experience that exists and is rooted within our communities.

The post will be located in the Lichfield Diocesan Board of Finance (LDBF) Vocations and Training Team. The postholder will work across the diocese and car travel will be necessary as well as the ability to participate and lead online and on-site development programmes.

The postholder must ensure safeguarding practices are maintained and liaise appropriately with the Diocese Safeguarding team. The postholder will be required to undertake mandatory safeguarding training in line with the diocesan safeguarding framework.

KEY RESPONSIBILITIES of the post

Working with our Director of Ministry, our Strategy Programme Director and other partners, the postholder will develop, oversee and participate in programmes which will equip lay ministers and curates for their future ministries.

Lay Ministry
- Establish a suite of learning programmes to support key licensed lay roles within the worshipping life of the church
- Oversee and participate in the Diocesan Reader Training programme including liaison with our current delivery partner, the Queen's Foundation and support the Director of Ministry in commissioning alternative pathways
- Oversee, participate in and review the delivery of our core discipleship programme, Chad Foundations

Curates
- Work with the Bishop's staff and the Bishop's Director of Ordinands in identifying suitable training parishes for curates
- Provide training for Training Incumbents
- Plan, implement and review the ongoing provision of IME2 training for all curates in training
- Liaise with TEIs as necessary to provide ongoing academic study for curates

- Provide regular pastoral contact with both curates and training incumbents and to enable appropriate reviews to take place, and to assist the bishops in troubleshooting where TI/curate relationships become problematic
- Liaise with Bishop's staff as to the future deployment of curates

Appointment as a diocesan officer brings certain intrinsic responsibilities. Our officers:
- Generate much of their own day-to-day work, using their own initiative to develop approaches that fit the context and meet the purpose of the post
- Work within a diocesan strategy and make themselves aware of others' priorities, making connections and collaborating where advantageous
- Are accountable through regular 1-1s and membership of the appropriate team (in this case, the Vocations and Training Team)
- Work collaboratively in partnership with central sector staff and colleagues across the diocese

PERSON SPECIFICATION

Attributes
A person who:
- Has a graduate level or beyond education in theology as well as significant parochial experience
- Is committed to the Church of England with an understanding of its organisation and structures (it is an occupational requirement in accordance with schedule 9 paragraph 1 of the Equality Act for the holder of this role to be a practising Christian)
- Is passionate about seeing ministers (lay and ordained) thrive in ministry
- Is realistic about the challenges facing the Church of England and ministry at the local level

Experience
A person with experience of**:**
- creating and delivering programmes of learning for Christian adults
- mediation and work in situations of conflict.
- working collegially, collaboratively and flexibly with others from a wide variety of theological perspective

Skills and Abilities

A person who has:

- an understanding of the distinctive ministry of lay and ordained people, and an awareness of the current issues related to training and formation within the Church of England.
- significant knowledge of the principles underlying adult learning
- an understanding of best practice in Safeguarding and Safer Recruitment
- an understanding of the mixed ecology of church and of contextual mission
- an ability to maintain a high level of confidence
- good skills in administration, paperwork and procedures; well-developed oral and written communication skills; and a high level of computer literacy.

Personal

A person who is:

- Able to prioritise a demanding workload, and take initiative in organising tasks; to work without supervision and to maintain contact with line managers through email and phone as well as face-to-face work
- Willing to contribute to the wider team, and to work supportively with colleagues
- Willing to commit participating in regional and national networks supporting Curate Training and Lay Ministry
- Able and willing to travel round the diocese for onsite delivery
- Able and willing to work flexible hours, including evenings and weekends and occasional overnights