



Ordained Ministries Development Officer

June 2025

Transformed Lives | Growing Church | Building Community
THE KINGDOM OF GOD - GOOD NEWS FOR ALL



Welcome

Welcome and thank you for your interest in the **Ordained Ministries Development Officer** role with the Diocese of Derby. This is an exciting opportunity to join the **People and Ministry Development Team** as a key contributor in developing, supporting and training our clergy in realising our shared vision of the Kingdom of God as good news for all. This role is uniquely placed to equip licenced clergy in all they do to make Christ known.

The post holder will have a vision for identifying giftings in others and enabling them to fulfil their calling and commission to ministry.

I hope this information pack provides you with a helpful overview of who we are and the kind of person we are hoping to attract to this key post. I look forward to receiving your application if you feel that you may be that person.

Claire Lees, Director of People and Ministry Development

The Role

The Diocese of Derby is seeking an inspiring and experienced priest to take on the pivotal role of **Ordained Ministries Development Officer**. This is a unique opportunity to lead the development of clergy across the diocese, from curacy through to their first posts of primary responsibility and beyond.

The main responsibilities will be to lead IME2 in the diocese ensuring that curates are assessed appropriately to national and diocesan standards in readiness for a post of responsibility or associate ministry; to provide appropriate training and development opportunities for all licensed clergy in the Diocese of Derby paying particular attention to those moving to first responsibility posts.

The successful post holder will be an employee of the Derby Diocesan Board of Finance. You'll be part of a passionate and supportive **People & Ministry Development team**, working alongside lay and ordained colleagues to shape a hopeful and vibrant future for the Church in Derbyshire. With opportunities for national engagement, flexible working, and a generous benefits package this is a role where your ministry can truly make a difference.

For a full copy of the job description, please [click here](#)

Diversity Statement

As an equal opportunities' employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/ GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

We are a Disability Confident Employer. If you have a disability or neurodivergent condition that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made. We are also able to provide support for your application process.



What's in it for you?

Salary:	Competitive salary of £45,440 p.a. (With the option to reduce salary commensurate with Clergy Pension scheme)
Working hours:	Full time (35 hours per week) We always welcome discussions about flexible working, especially as this role requires willingness to work unsociable hours at times. The role allows for some hybrid working.
Contract type:	Permanent
Annual leave:	Generous 30 days annual leave (including 5 discretionary days) for full-time employees. For part-time staff the total holiday entitlement will be calculated pro-rata based on the number of hours worked.
Pension:	10% Church Workers Pension scheme or the option to commensurately sacrifice salary and remain in the Clergy Pension scheme
Life Assurance:	Death in service benefit (subject to pension enrollment)
Health Cash Plan:	Offering 24/7 GP access, reimbursement for health treatment and an Employee Assistance Program (subject to the terms of the scheme).
Additional leave:	2 Spiritual Retreat days, 1 volunteer day.

What will you do?

- Lead and shape the IME Phase 2 programme, supporting curates as they grow into confident, capable, and collaborative ministers.
- Champion a culture of lifelong learning through Continuing Ministerial Development (CMD), ensuring clergy are equipped for the evolving landscape of 21st-century ministry.
- Build strong, supportive pathways for clergy transitioning into their first posts of primary responsibility, including oversight of the Leadership Pipeline Programme.
- Collaborate closely with colleagues across the diocese to embed a culture of lay and ordained mutuality in ministry.
- Provide pastoral care, coaching, and training for clergy and training incumbents, ensuring robust assessment and support structures are in place.



Role Purpose

The post holder will enable the equipping of God's people to make Christ known, in particular supporting our licenced clergy to enable everyone to live out the gospel in the world. They will be instrumental in developing clergy primarily as 'enablers' of the ministry of the whole people of God, thereby supporting and enhancing our Diocesan vision. The primary responsibilities will include leading IME2 in the diocese, ensuring that curates are equipped appropriately to national and diocesan standards in preparation for a post of responsibility or associate ministry and the full ongoing ordination pathway. Additionally, the role will involve providing suitable training and developing for all licenced clergy in their ongoing ministerial development, ensuring clergy are developing, growing and being stretched.

What we are looking for

- An ordained priest in the Church of England (or a church in communion with it), with parish-based ministry experience.
- A creative and reflective theological thinker, passionate about developing others.
- A skilled communicator and organiser, with experience in adult learning, training delivery, and managing complex programmes.
- Someone who is emotionally intelligent, resilient, and committed to the diocesan mission of Worshipping God, Making New Disciples, Transforming Communities.
- Someone who has discerned a calling to nurture and equip ordained ministers for a flourishing future in the diocese
- A heart for enabling others in ministry and a vision for shaping leaders who will transform lives through growing church and building community





About the Diocese of Derby

The Church of England operates through 40 dioceses, or administrative regions, each under the oversight and care of a Diocesan Bishop, working with lay and ordained colleagues. The Diocese of Derby consists of the City of Derby, the County of Derbyshire and a small area of Staffordshire. The Church of England offers its ministry to all members of the community, serving a population of over one million people. Within the Diocese, there are 257 parishes and 330 church buildings, served currently by approximately 120 paid clergy. About 10,000 congregants attend Church of England worship regularly. There are also 111 church schools educating 15,000 children.



The Diocesan Vision is:

**The Kingdom of God:
Good News for All – Transformed lives:
Growing Church, Building Community**

We believe that this vision can be achieved through our missional objectives of:

- Deepening our relationship with God
- Serving our local contexts
- Challenging injustice, and
- Making new disciples

In delivering these objectives we are committed to prioritising:

- Contexts of social and economic deprivation
- Growing Younger
- Growing more diverse, and
- Being greener.

The Bishop's Leadership Team have discerned the specific initiatives that we will resource and promote to deliver our desired outcomes, details of which will be shared with shortlisted candidates. Consultation with key stakeholders across the diocese is currently taking place to further shape our strategic planning and implementation.

A significant programme of change is taking currently place to reshape culture, support transition, and enable effective delivery of diocesan strategic planning.

Duties and Responsibilities

Key Responsibilities ([full job description linked here](#))

Initial Ministerial Education Phase 2 (IME2)

- Work closely with the Director of People & Ministry Development in the outworking of the diocesan vision and strategy, together celebrating and recognising gifts in future leaders, so they are enabled and equipped to best serve God.
- Lead and develop the IME2 programme for stipendiary and self-supporting curates.
- Inspire and support curates to grow as disciples, competent practitioners, and enablers of others in ministry.
- Deliver two residential conferences annually and develop online learning models.
- Recruit and support Training Incumbents, Curacy Accompaniers, Pastoral Support Facilitators, and End of Title Assessors.
- Oversee curacy contexts, working agreements, and robust assessment processes.
- Ensure inclusive pastoral care and support, particularly for underrepresented groups.
- Manage the IME2 budget and represent the diocese at regional and national IME2 events.

Transition to First Post of Primary Responsibility

- Oversee the Leadership Pipeline Programme and First Post of Primary Responsibility programme.
- Build support networks and provide training, coaching, and pastoral care for clergy in transition.
- Collaborate with the West Midlands Ministerial Development Group.

Training for Training Incumbents

- Provide training, coaching, and support for Training Incumbents.
- Ensure understanding of national formation guidelines and diocesan assessment processes.

Continuing Ministerial Development (CMD)

- Promote a culture of lifelong learning and respond to training needs identified through MDR.
- Support clergy in up-skilling and re-skilling for modern ministry.
- Facilitate sabbaticals, study leave, and Bishop's Study Days.
- Manage CMD and Retreat Grants and maintain relevant website content.
- Represent the diocese at regional and national CMD events.
- Head up a team to deliver the annual clergy conference.

Team Collaboration

- Work closely with the Director of People & Ministry Development and the Lay Ministries Development Officer.
- Embed a culture of mutuality between lay and ordained ministry.

General Responsibilities

- **Promote Lifelong Learning:** Drive Continuing Ministerial Development (CMD) by identifying training needs, organising study days, and supporting clergy in sabbaticals and further study.
- **Collaborate Across Teams:** Work closely with the Director of People & Ministry Development, the Director of Ordinands & Vocations, the Director of Studies and the Lay Ministries Development Officer to embed a culture of mutuality between lay and ordained ministry.
- **Manage Budgets and Resources:** Oversee budgets for IME2 and CMD, including grant administration and resource planning.
- **Engage Nationally and Regionally:** Represent the diocese in regional and national forums related to ministerial education and development.

Key Relationship

Internal	External
Bishop	National Ministry Team
Archdeacons	West Midlands CMD
Director of People and Ministry Development	
Diocesan Secretary	
Senior Leadership Team	
Clergy	
Parishes	
Curates	
Lay Ministries Officer	
Director of Ordinands and Vocations	
Director of Studies	
Team Administrator for Ordained Ministries	
Mission, Evangelism and Parish Revitalisation Team	

Person Specification

Criteria	Essential	Desirable
Knowledge, Experience and Qualifications	<p>A Degree in Theology or equivalent</p> <p>Ordained priest of the Church of England, or a Church in communion with it, evidencing experience of parish-based ministry.</p> <p>A sound base of theological and ideally with a continuous learning mindset.</p> <p>Show familiarity with, and some experience of, working with Pioneer ministry, Fresh Expressions and Church Planting</p> <p>A demonstrable interest in, and experience of training and supporting clergy</p>	Experience in developing educational / adult learning
Skills and Competencies	<p>Strong communicator with excellent writing, preaching, and public speaking skills</p> <p>Detail-focused, self-motivated, and able to manage time effectively</p> <p>Confident with IT, including Microsoft Office and online learning tools</p> <p>Proactive, solution-oriented, and accountable</p> <p>Builds strong relationships and works well with diverse stakeholders</p> <p>Emotionally intelligent, with experience handling conflict constructively</p> <p>Theologically reflective and imaginative</p> <p>Able to prioritise and thrive in a fast-paced environment</p> <p>Experienced in managing budgets effectively</p>	

Criteria	Essential	Desirable
Beliefs	<p>A practicing Anglican Christian, with an active prayer life and spiritual wellbeing</p> <p>Resilient and well-resourced in their spiritual life</p>	
Other	<p>Flexibility to travel frequently</p> <p>A creative thinker, willing to re-imagine ministry in the twenty-first century</p> <p>Alignment with and passion for the diocesan vision</p> <p>Inspiring, enthusiastic, encouraging and supportive to others, both one-to-one and in groups</p> <p>Sympathetic in understanding the range of church traditions</p> <p>A flexible and positive approach to working and an ability and willingness to travel to various locations if required, as well as work outside of standard hours as required</p>	

Timetable and how to apply

To apply, please email your CV (maximum 3 pages) to claire.lees@derby.anglican.org. Please also provide an accompanying supporting statement (maximum 2 pages), tailored to set out how you meet the essential and desirable criteria as outlined in the person specification, and what you believe you can contribute to the role.

Closing date for applications: 20 July 2025
Interview date: 30 July 2025

Please be aware that these dates may be subject to change. Candidates will be informed of any changes with as much notice as possible.

Get in touch

We would be delighted to help you explore if this is the next exciting step for you. If you have questions or enquiries about this role please contact us.

Contact: mandy.francis@derby.anglican.org

Website: derby.anglican.org

Address: Derby Church House, Full Stree, Derby, DE1 3DR