**Job Description**

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| **Job Title** | Ordained Ministries Development Officer |
| **Department** | People & Ministry Development |
| **Workplace** | Derby Church House, Full Street, Derby, DE1 3DR (Hybrid working of up to 60% of the working week is accommodated). |
| **Hours** | 35 hours per week. Monday to Friday. Some evening and weekend work as required. Hot-desking office space will be provided and are expected to be in the office two days a week minimum. Working from home and regular meetings in church contexts also occurs.From time to time there will be the requirement to attend meetings during the evenings and at weekends. Time off in lieu will be given for any hours worked.  |
| **Salary** | £45,440 per annum (with the option to sacrifice salary in lieu of clergy pension scheme contributions) |
| **Pension** | 10% Church Worker Pension scheme (or the option to sacrifice salary commensurate with Clergy Pension Scheme contributions) |
| **Holidays** | 30 days paid leave + bank holidays  |
| **Probation period** | Six months, during which time progress is reviewed. The period may be extended.  |
| **Accountable to** | Director of People & Ministry Development |
| **Accountable for** | Administrator x 1 |
| **This post is subject to an occupational requirement that the post holder be a practising Anglican within the Church of England under Part 1 of Schedule 9 of the Equality Act 2010 as the post holder will actively promote and practice Christian vocation, discernment and formation.**  |

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| **Job 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.  |

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| **Derby Diocese** | 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.  |

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| **Duties & Responsibilities** |
| **IME Phase 2 Officer** To take overall responsibility for the IME2 delivery, shaping the future leaders of the church by inspiring and supporting the Diocese’s stipendiary and self-supporting curates during their initial years in ministry as they ‘flourish within God’s call so that they may help others to do the same’. During IME2, curates will be helped: * to be growing disciples of the Lord Jesus Christ (for themselves and others)
* to be competent and safe practitioners of ministry (gaining skills and experiences)
* to be dedicated and proficient enablers of others in ministry (in mindset and vocation).

This vanguard role will be one of the instrumental activities in changing diocesan culture as clergy transition to becoming enablers of ministry and mission. * 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. Take responsibility for overseeing, developing, and delivering the IME Phase 2 programme for newly ordained ministers, in line with national guidelines and the diocesan vision. This includes two Curate Residential Conferences a year
* Develop online learning models to support core curacy training
* Take every opportunity to celebrate and affirm lay leadership and lay ministry by modelling respectful mutuality in ministry and embedding this deep into the IME2 culture
* Recruit new Training Incumbents, Curacy Accompaniers, Pastoral Support Facilitators, and End of Title Assessors as required
* Support Training Incumbents, Curacy Accompaniers, Pastoral Support Facilitators, and End of Title Assessors in their roles
* Participate in planning curacy contexts for incoming curates in consultation with the DDO, Archdeacons, and the Sponsoring Bishop
* Oversee all working agreements for curates, ensuring all the elements that support a healthy and fruitful ministry are included
* Robust formative and summative assessment in line with national guidelines and the diocesan vision throughout the curacy, with recommendations to the Sponsoring Bishop for pre-priesting and End of Title signing off
* Ensure that the commitment to the development of diverse leadership in the diocese, including people with disabilities, women, or Global Majority Heritage curates, is evident in the pastoral care, coaching, and support available to curates
* Offer pastoral care and support to all those in the programme
* To have responsibility, under the direction of the DPMD, for the IME2 budget
* To attend regional and national IME2 meetings and other conferences as appropriate

 **First Post of Primary Responsibility Transition**  To build smooth and successful clergy training pathways into their first post of primary responsibility. This will include oversight and reshaping of the IME2 Leadership Pipeline Programme, which provides an opportunity for curates to experience ‘sole responsibility’ in contexts that may lead to future deployment, whilst still within the safety of the IME2 programme. It also includes the First Post of Primary Responsibility programme, which includes: * Responsibility for working with and helping to develop strong, flexible support networks especially for those beginning in ministries
* Recognising and celebrating giftings and nurture their gifts.
* Ensuring that appropriate training, coaching, and pastoral support is available – signposting
* Overseeing the Diocesan First Post of Primary Responsibility programme
* Work in conjunction with agreed external partners (currently WMMD) to support their First Post of Primary Responsibility programme

**Training for Training Incumbents*** Ensure that training incumbents are offered appropriate training, coaching, and pastoral support.
* Ensure that the new national formation guidelines are understood
* Ensure the robust diocesan assessment process is understood and supported

**Continuing Ministerial Development Officer**  You will be responsible for promoting a strong culture of lifelong learning, particularly in the following ways:  * Work closely with the Director of People & Ministry Development in the outworking of the diocesan vision and strategy, together celebrating and recognising gifts in all licenced clergy so they are enabled and equipped to best serve God. Follow up on training needs identified through the MDR cycle, and to suggest appropriate opportunities to both groups and individuals that clergy develop their gifts and their confidence in response to the new ministerial landscapes of the 21st century
* Supporting a focus on empowering and missional leadership for the diverse contexts of our diocese
* As a member of the Diocesan Clergy Well-being Group, liaise closely with the Archdeacons and proactively consider and provide where training can be identified to support the wider clergy well-being issues
* Plan for and facilitate sabbaticals and study leave with individual clergy, providing recommendations to the bishop
* Organise the programme of Bishop’s Study Days throughout the year, in consultation with the Diocesan Bishop and Director of People & Ministry Development
* Lead, working closely with the Director of People & MD the programme of Continuing Ministerial Development
* Maintain the IME2 and CMD pages of the diocesan website
* Support clergy colleagues in finding funding to support further study and learning
* Making sure clergy know what’s available to access and reimburse CMD Grants and Retreat Grants
* Hold responsibility, under the accountability of the DPMD, for the CMD budget, including the administration of the CMD and Retreat Grants system
* Engage well with regional and national CMD meetings and other conferences as appropriate**.**
* Being visible and available to clergy by creating opportunities to be visible on the ground to clergy**.** Making the most of and creating opportunities to engage with clergy.

**Clergy Conference Lead*** Build and head up a team of people who will facilitate and arrange the clergy conference on behalf of the bishop.
* This includes working in close collaboration with the bishop on the themes and purpose of the event, using it to support, sustain and equip clergy.

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| **Key Relationships** |
| You will take an active role in the life of the People & Ministry Development team, working particularly closely with the Director of Ordinands and Lay Ministries Development Officer (LMDO) to ensure that a culture of lay ministry enabling is effectively embedded within ordained ministers.

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| **Internal**  | **External**  |
| Director of People & Ministry Development | National Ministry Team  |
| Bishop  |   |
| Archdeacons  |   |
| Diocesan Secretary  |   |
| Senior leadership team  |   |
| Clergy  |   |
| Parishes  |   |

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| **Right to Vary Job Description** |
| * This Job Description may be reviewed regularly and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes.
* In order for you to fulfil the requirements of the post you may be required to

 undertake training leading to recognised qualifications from time to time.* You may be required to undertake other tasks that are assigned to you that the

DBF might reasonably expect to be within your competence and grade. |

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| **Acceptance** |
| **Name:** | **Signature:** | **Date:** |
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**Person Specification**

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| **Selection Criteria** | **Essential** | **Desirable** |
| **Qualifications**  Have a Degree in Theology or equivalent. Hold a current driving licence and use of a vehicle.  |   √ √ |       |
| **Experience**  Ordained priest of the Church of England, or a Church in communion with it, evidencing experience of parish-based ministry.  A passion for the development of colleagues in ordained ministry, evidenced through knowledge and/or experience  A sound base of theological and ideally educational/adult learning knowledge with a willingness to develop further.  Have experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines  Show familiarity with, and some experience of, working with Pioneer ministry, Fresh Expressions and Church Planting  A demonstrable interest in, and experience of training and supporting clergy  Have had experience of managing budgets   |   √   √    √  √  √   √   |                     |
| **Skills and Abilities** Effective communicator, good report writing and general communication skills including preaching and public speaking Ability to work accurately and with attention to detail  Excellent time management skills. Able to self-motivate  Proven record of IT skills and knowledge of Microsoft Office, the development of online training resources and updating Internet Web Pages  Have a proactive approach, using own initiative and taking responsibility for actions and consequences  Able to secure, build and maintain good working relationships with all stakeholders, contacts and colleagues at all levels  Able to demonstrate good emotional intelligence and examples of how it has been effectively applied in resolving conflict and/or challenging interpersonal relationships  Demonstrate a reflective and imaginative theological understanding of ministry  |   √  √ √  √   √   √   √  √    |                         |
| **Personal qualities**  Be committed to the Diocesan mission purpose of ‘Worshipping God, Making New Disciples, Transforming Communities’  |   √   |      |

**Disability Confident Employer**

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| **A black background with purple and green squares  Description automatically generated** | The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people who meet the minimum criteria, and to supporting existing employees who have a disability |