

gifts of all God's people • sustained by prayer • spiritual and numerical growth • sharing the story of Jesus • working for the  
ng for the common good • worship and witness • loving and serving our communities • journeying together • working for the com  
unities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

# Ministry Training Coordinator

Application Pack November 2022

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## Contact details

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### **Human Resources**

Enita Andrews

Ph: 01749 685 113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

### **For an informal discussion about the role please contact:**

Rev Preb Ronnie Crossman

Ministry Training Team Leader

[Ronnie.crossman@bathwells.anglican.org](mailto:Ronnie.crossman@bathwells.anglican.org)

Direct line 01749 685129

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Dear applicant

Thank you for your interest in the post of Ministry Training Coordinator with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Kind Regards

Enita Andrews

**HR Manager**

## Applications

Applications must be received by **Thursday 24 November 2022**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Wells, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded from our website.

## Interview

Interviews will take place in Wells on **Wednesday 30 November 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



## **The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways: caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

- To place mission and evangelism at the heart of all we do.
- To re-align our ministry resources towards mission.
- To identify, develop, and release the gifts of all our people.

# Ministry Training Coordinator

## Introduction

Thank you for your interest in this post. This is an exciting opportunity for someone who is interested in supporting training that genuinely equips people in ministry to serve. The role is essential to the smooth running of learning programmes and the administration of groups that seek to support those in ministry.

Our vision for ministry training and formation is to:

- **Enable people in ministry to serve with confidence and joy.** - creating learning spaces which will give refreshment and renewal of vocation.
- **Equip ministers to understand their missional context.** - to provide learning that is contextually appropriate
- **Develop learning communities.** - to respond to the changing demands of ministry. New forms of ministry are emerging to take their place alongside those of the inherited church. The current challenge is to develop the learning and development programme with flexibility in response to the emergence of new ministries, and to equip those who are called to them.
- **Encourage the mutuality of lay and ordained ministry.** The development of lay ministries has been a priority for this diocese and we seek every opportunity for lay and ordained to learn and develop together.

## The Training Team

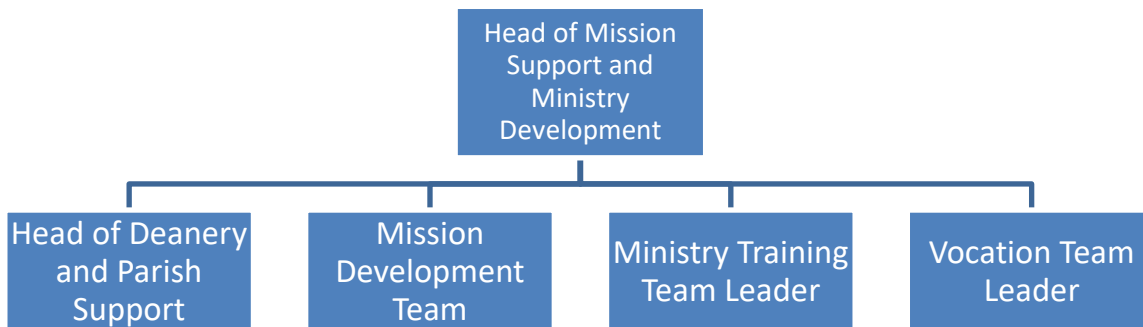
The Ministry Training Coordinator ensures the smooth running of events, courses, and all other admin associated with training, learning and development.

You will join a developing team consisting of:

- **Ministry training Team Leader** (Full time) Leads and manages the training team
- **Ministry Training Team Administrator** (Part time) designs, produces and updates high quality resources and materials to support ministry development
- **IME Administrator** (Initial Ministerial Education) Phase 2, supports the programme of formation for curates and readers post licensing
- **Developing Ministries Adviser** (part time). Responsible for developing new pathways of ministry training and support, with a particular emphasis on the emerging model of focal and oversight ministry in the diocese.
- **Counselling and Wellbeing Adviser.** Leads and manages the counselling and wellbeing service for clergy and others in ministry in the diocese. Works from home.
- **Bishops Advisor for Spiritual Direction** (vacant) a voluntary post to support and coordinate spiritual direction.

## The Wider Team

Ministry Training sits within the wider Mission Support and Ministry Development team.



Working collegiately across team boundaries is an essential element of the team culture. This includes not only the teams shown above, but also valuable relationships with the Education and Faith Development team, and with colleagues in diocesan central services. For the Ministry Training Team Coordinator this will be particularly important for two reasons: to collate the wisdom and expertise of colleagues in different teams into the training programme, and to obtain an overview of all kinds of training offered across the diocese, with a view to being as integrated as possible.



## Job Description

**POST:** Ministry Training Coordinator

### **Our vision**

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

### **Key Purpose of the Post**

- Organise the logistics of training programmes and events, including liaison with speakers and participants. Provide welcome and hospitality when needed.
- Provide administrative support to the Ministry Training Team Leader (and other team colleagues as required) in order to enable them to deliver an effective learning & development programme and maintain the smooth running of the team
- Collaborate with other Administrators and colleagues in the wider Mission Support and Ministry Development area, for the purpose of effective working as a whole.

**LOCATION:** Flourish House, Cathedral Park, Wells BA5 1FD

**REPORTING TO:** Ministry Training Team Leader

**HOURS OF WORK:** Part time, 28 hours per week

Occasional out of hours working is required, by agreement with the line manager. Time off in lieu is given.

### **KEY RELATIONSHIPS:**

- Colleagues in the Ministry Training team and the wider Mission Support and Ministry Development team
- Diocesan Clergy and lay ministers
- Voluntary leaders of training courses
- Course Participants

### **Main Duties & Responsibilities:**

- Organise specific groups, courses and events run by the team, as specified by the team leader.
  - Manage the registration process including sending out reminders, joining details etc.
  - Deal promptly and helpfully with questions and inquiries from participants, answering questions where possible or directing to the relevant person.
  - Book venues, liaise with speakers, etc, ensuring prompt payment of invoices and completion of all necessary paperwork.
  - Maintain lists of participants and leaders to enable good management of these groups and courses.
- Administration of processes and schemes related to ministry review, development and mentoring under the direction of the team leader.
  - To include contacting mentors and reviewers to ensure records are kept up to date and reviews are filed within the agreed time frame.
- Support voluntary leaders of training courses (eg. Exploring Faith, Exploring Spirituality) with printing resources, booking rooms, contacting attendees and other administration
- Attend some course events or training days to provide hospitality and logistical support. This will occasionally involve evening & weekend work, to be agreed with the team leader on a case by case basis.
- Administering grant payment schemes related to courses and study leave, ensuring payments are processed efficiently. Maintain up to date lists of those who received grants.
- Liaise with the South Central Regional Training Partnership to book participants on to Transitions in Ministry courses and arrange payment when requested. Maintain waiting lists of those wanting to book on to a particular course.
- Provide administrative support to the Team Leader on a day to day basis.
- Enable the smooth running of the team with admin support as directed by the Team Leader
  - Deal with email, post and other communications
  - Meeting management: compile agendas, take notes, capture action points and ensure those are completed by the relevant people on time
  - Arrange payments and process expense claims, invoices, etc.
- Collaborate with and cover for the other administrative and support roles in the Mission Support and Ministry Development area.



## Person Specification

Area	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Education at least to A level/NVQ 3 or equivalent</li> <li>• Proven experience working with Microsoft Outlook, Word, Excel, Publisher, PowerPoint and online platforms.</li> <li>• Previous experience in an administrative role</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Christianity and the Church of England</li> <li>• Experience with event management and course administration</li> <li>• Admin, business or secretarial qualification</li> </ul>
<b>Skills, Competencies and Abilities</b>	<ul style="list-style-type: none"> <li>• Organised with high level of attention to detail</li> <li>• Ability to advise and support others.</li> <li>• Ability to produce agendas, minutes and reports.</li> <li>• Able to work with simple budgets and finance procedures.</li> <li>• Able to work in a team and with varying groups and keep confidentiality.</li> <li>• Ability to communicate with a wide range of people.</li> <li>• Able to take responsibility for organisation of specified pieces of work</li> </ul>	<ul style="list-style-type: none"> <li>• Good presentational skills</li> </ul>
<b>Work Related Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and helpful manner</li> <li>• Willing to learn</li> <li>• Diplomatic and tactful</li> <li>• Comfortable working with people within the Church of England</li> <li>• Self-motivated</li> </ul>	

## Main Terms and Conditions

Hours of Work	<p>28 hours per week</p> <p>Actual working hours will be discussed with the successful candidate.</p> <p>Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. Some evening and weekend work will be required. Flexible working and home working will be considered.</p>
Salary	<p>£18,247 per annum (full time equivalent £23,460 per annum)</p>
Pension	<p>Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.</p>
Holiday	<p>25 days per calendar year plus bank holidays.</p> <p>The holiday year runs from 1 January to 31 December.</p> <p>Up to four additional discretionary days are given at Christmas and Easter.</p>
Expenses	<p>All reasonable working expenses will be met at the agreed Diocesan rates.</p>
Probation	<p>This post will be subject to a 6 month probationary period.</p>

