

**Application Pack November 2022**

**Vocations Team Leader**

Contents

Recruitment Timeline 3

The Diocese of Bath and Wells 4

More Information 5

Job Description 7

Person Specification 9

Main Terms and Conditions 10

Contact details

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

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Dear applicant

Thank you for your interest in the post of Vocations Team Leader 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 **Sunday 15 January 2023**. Application forms, with a covering letter no more than one side of A4describing 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 **Tuesday 7 February 2023**. 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.”

Our working out of this vision has been driven by a number of strategic priorities and activities. In the development of ministry we have made significant progress in developing and promoting the importance of lay ministry, and the complementarity of lay and ordained. As part of our mission strategy the diocese encourages vocations to pioneer ministries, and to chaplaincy, alongside the more established patterns.

This is an exciting time for the diocese as we move forward under the leadership of our new bishop. The coming months will see a refresh of the diocesan strategy and clarification of the vision, as we continue to learn what it means to live and tell the story of Jesus in our context.

**Vocations Team Leader**

**Introduction**

Thank you for your interest in this post. The work of encouraging vocations is vital to the healthy life of a diocese, and is significant to individuals responding to God’s call, often in life-changing ways. We seek a colleague who has a “vocation to vocations”, who will bring energy to the role, who will care for candidates throughout the vocational journey, and who will add depth to our vision for ministry. At a time of ongoing change for the diocese and the Church of England, it is an opportunity for someone who can think strategically and theologically, helping us to discern how Anglican ministry can be shaped to respond to our current contexts.

**The Role**

The responsibilities of Diocesan Director of Ordinands (DDO) form a core part of the job. The Vocations Team Leader (VTL) will be someone who has the gifts and experience to be a careful guide to candidates through the Church of England’s vocations process. They will have excellent attention to detail combined with a pastoral care that seeks to nurture each candidate and ensure that the process is as nurturing as possible for all. However, this is much more than a traditional DDO role. The VTL will take an overview of vocations to all recognised ministries, affirming both lay and ordained ministry. This is an exciting and developing area for the diocese as we seek to grow the numbers of those serving in lay ministry roles. This is an opportunity for someone to contribute strategically and theologically to the ongoing life of the diocese.

The VTL will also be a good team leader who enjoys working with colleagues, enabling them to work effectively and building a collaborative culture. They will also work effectively with the large number of people who give their time on a voluntary basis (see below). This requires leadership, good communication and the ability to delegate whilst still being able to step in when needed.

Please read carefully the job description below which outlines the full responsibilities.

**The Vocations Team**

The Vocations Team leader will line manage the following colleagues:

**Vocations Adviser** (part time, 0.4 fte)

Works on promoting vocations across the diocese, with an emphasis on younger vocations and the ministry experience scheme.

**Vocations Administrators** (2 people, both part time)

Support the team leader, Assistant Diocesan Directors of Ordinands (ADDOs) and candidates with excellent administration of the processes. Help set up and plan events, including the ordinations.

In addition, the team leader works with the following groups of advisers:

**Assistant Diocesan Directors of Ordinands**

A group, mostly but not exclusively clergy, who act as DDO to specific candidates. ADDOs accompany candidates through the process from a referral by the DDO, up to the national panel. This includes responsibility for preparing the paperwork on the candidate. ADDOs meet regularly as a team with the team leader.

**Discerning Calling Mentors (DCMs)**

The DCMs are available to meet with anyone in the diocese who feels that God may be calling them to something. The conversation with the DCM is completely open and there is no predetermined outcome. The vocations team will often refer enquirers to a DCM for a conversation and the DCM will write a report for the team leader in response.

**Examining Chaplains**

Examining Chaplains (EC) perform an important role in meeting ordination candidates prior to their meeting with the bishop. The EC provides a report to the bishop which is independent of the DDO team. Examining Chaplains also meet with Reader candidates as part of the selection process, and report to the VTL and Warden of Readers.

**The wider team**

The vocations team sits within the wider Mission Support and Ministry Development team. The VTL is part of the group of team leaders responsible for this area:

This team shape was created in 2021 and one of the reasons was to ensure good cross-boundary working, both within Mission Support and Ministry Development, and across the whole of the diocesan support services. Collegiate working is valued, as being to the benefit of the parishes and ministries that we serve. Colleagues are encouraged to contribute to cross-team projects, and to take a part in supporting parishes and deaneries.



**Job Description**

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| **POST: Vocations Team Leader** |

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| **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. |

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| **Key purpose of the post:**   * To encourage and promote vocations to lay and ordained ministry across the diocese. * To lead and manage the discernment process for ordained and Reader ministry. * To support ordinands during IME 1-3, and Readers in training. * To contribute to the shaping of the diocese’s thinking and policy about ministry. |

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| **Location:** The Diocesan Office, Wells, Somerset |

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| **Reporting to:** Head of Mission Support & Ministry Development |
| **Accountable to:** The Bishop of Taunton as sponsoring bishop regarding ordination candidates |

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| **Line Management Responsibility:**   * Vocations Advisor * Vocations Administrators |
| **Coordinating Role (volunteers):**   * Discerning Calling Mentors * Examining Chaplains * Assistant Diocesan Directors of Ordinands (ADDOs) |

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| **Hours of work:** 36 hours per week, full time |

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| **Key Relationships**:   * Bishop of Bath and Wells, Bishop of Taunton, Archdeacons * Warden of Readers and Archdeaconry Wardens of Readers * Head of Ministry Support & Mission Development (Head of MS&MD) * IME Phase 2 Officer (Ministry Training Team Leader) * Potential training incumbents and incumbents of candidates’ sending churches * Other team leaders within Mission Support & Ministry Development * Growing faith advisers * Other regional Diocesan Directors of Ordinands (DDOs) * Staff of national Ministry Development Team * Staff at training institutions, particularly in the South West * Sarum College (as Reader training provider) * Incumbents of Readers in training |

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| **Main Responsibilities:**  **Ordinands**   * As Diocesan Director of Ordinands, in liaison with the Sponsoring Bishop, operate a process of discernment concerning the vocation of candidates for ordained ministry in line with national selection criteria and National Church ministry guidelines. * Facilitate opportunities to increase awareness and insights into the Church of England, its ministry and mission across the traditions. * Having conducted interviews with candidates and assessed all the evidence, advise the sponsoring bishop on the suitability of candidates for national Shared Discernment Panels, and collate and prepare supporting paperwork. Co-ordinate with Assistant DDOs to ensure they do the same for those candidates they are conducting through the process. * Advise candidates on training pathways. * Oversee the team of ADDOs, offering support and leadership to them in their role and building an effective Vocations Team. * Ensure that good pastoral care is offered throughout the process (in particular for those not recommended for training), and generally endeavour to ensure the process is a good experience for candidates. * Keep in contact with ordinands and their families during training and share their pastoral care with training institutions. * Work with the Bishop’s Staff and other colleagues to identify appropriate training incumbents and matching curates and incumbents. * Oversee the planning of the ordination services and retreats. Liaise with the IME Phase 2 Officer in communication with those being ordained priest.   **Readers**   * Support the Warden of Readers and Archdeaconry Wardens of Readers to ensure the delivery of the Reader discernment and selection process. * Liaise with Sarum College in the delivery of the Reader Training Programme and oversee the progress of individual students in collaboration with their Supervisors and Incumbents. Monitor and support the provision of supervision at a local level. * Facilitate the creation of Local Learning Groups as part of the Sarum College Reader Training Programme and provide any appropriate support including recruiting and assigning Learning Mentors if needed. * Ensure the delivery of three diocesan days each year for Reader Trainees at Flourish House. * Ensure pastoral support of Readers is provided through their training. * Work with the Warden of Readers, Archdeaconry Wardens of Readers and Vocations Team in delivering the Reader Licensing service (including the pre-licensing retreat).   **Vocations**   * Encourage people across the diocese to discern whether God is calling them to ministry, raising awareness of the full range of ministry roles, including locally recognised and diocesan commissioned ministries, as well as licensed ministry. * Encourage and enable diversity in the pool of candidates coming forward for ministry, thinking creatively about how the vocations process can be shaped to achieve this. * Develop resources and events for awareness raising and the promotion of vocations. * Reflect theologically on the current contexts in which ministry is offered, and provide input to inform the direction and development of vocational discernment and ministry and mission in the diocese. * Monitor and respond to policy reviews and changes from the national Ministry Development Team in the areas of discernment and vocations.   **Leadership & Management**   * Lead the Vocations Team and line manage employed staff within the team, enabling them to carry out their jobs effectively. * As a member of the Mission Support & Ministry Development team, work collaboratively with colleagues within the team and across diocesan support services, contributing to projects and activities delivering the diocesan strategy.   + Work collaboratively with the Head of MS&MD and other colleagues on the development of the diocesan strategy for “Enabling Ministries” and shared local ministry. * Provide regular information & lists of candidates going through the ordained & Reader vocations processes to the Bishops’ Staff. * Respond promptly and effectively to pastoral or urgent situations relating to candidates, escalating to the appropriate person where necessary. * Undertake any other reasonable duties as may be required. |

**Person Specification**

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| **Key Criteria** | **Essential** | **Desirable** |
| Knowledge, Qualifications and Experience | * Educated to degree level or equivalent * An ordained minister of the Church of England * Basic knowledge of setting and managing budgets * Experience of oversight for employees and/or volunteers * Recent previous experience in discerning and supporting of vocations in the Church of England. | * An experienced practitioner of adult education * Team leader – a knowledge of how teams work and thrive and experience of the essential qualities of team leadership * Wide knowledge of the Anglican Church and its ecumenical links |
| Skills and Abilities | * Theologically reflective – able to utilise reflective skills in decision making and writing documents. * Team member – able to work collaboratively. * Excellent listening skills and experience of giving advice through reflective listening. * Organised – administratively able, with IT competence. * Able to process information – reading, understanding and interpreting national reports for a local context. * Able to write clear references and reports on an individual’s experience and ability based on evidence. * Able to enthuse, influence and inspire others. A skilled communicator at different levels eg. one to one, small groups and large gatherings. | * Able to use IT at an advanced level with social media skills and streamline administrative tasks |
| Work-related Personal Qualities | * Emotionally intelligent and pastorally adept. * A person of good judgement & ability to inspire confidence in senior stakeholders eg. bishops and national officers. * A firm personal faith and spiritually mature. Able to relate generously and positively to those of theological traditions other than their own. * A clear sense of own vocation to ministry & able to confidently articulate the experience of Anglican ministry. * A good understanding of the Church of England, its structures, functioning and traditions. * Able to travel around the Diocese and nationally. |  |

**An Occupational Requirement exists for the post-holder to be ordained in the**

**Church of England.**

**Main Terms and Conditions**

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| Hours of Work | Full-time, 36 hours per week  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. |
| Salary | £42,000 per annum |
| Pension | 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. |
| Holiday | 25 days per calendar year plus bank holidays.  The holiday year runs from 1 January to 31 December.  Up to four additional discretionary days are given at Christmas and Easter. |
| Expenses | All reasonable working expenses will be met at the agreed Diocesan rates. |
| Probation | This post will be subject to a 6 month probationary period. |

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