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**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Diocesan Director of Vocations |
| **GRADE:** | Grade 6 |
| **ACCOUNTABLE TO:** | Growing Leadership Strategic Lead |
| **HOURS & TERM:** | Full time - 35 hours per week |
| **LOCATION:**  **SAFEGUARDING:** | Diocesan Office, Cuthbert House, Stonebridge, Durham, DH1 3RY, with travel around the Diocese.  The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. |
| **JOB SUMMARY:** | The Diocesan Director of Vocations will be part of the Growing Leadership Team within the wider Mission, Discipleship and Ministry team of Durham Diocese. They will play a key role in the delivery of the Diocesan Transformation programme through supporting the outworking of our Growing Leadership strategy, with a particular focus on vocations and discernment for both lay and ordained. This will include fulfilling the role of Diocesan Director of Ordinands and a similar role for lay vocations. |
| **KEY RELATIONSHIPS:**  **TEAM ETHOS:**  **KEY DUTIES:** | Growing Leadership Strategic Lead (GLSL)  Growing Leadership Enabler  Candidates exploring or in the discernment process  Diocesan Safeguarding Officer  Initial Ministerial Education (IME2) Officer  Sponsoring Bishop and PA, and Bishop’s Office  Archdeacon of Durham  Head of Programme Delivery for Diocesan Transformation  Other Growing Leadership Team members  Other members of the MDM Team  Vocations and Panel Advisers  National Vocations Team  Resourcing Ministerial Formation Team  Theological Education Institutions  As a team we are committed to collaboration and communication to enable a healthy culture of delivery, accountability and evaluation. We are passionate disciples, adaptable practitioners, reflective learners and self-aware team players. |

**As a member of the Mission, Discipleship and Ministry team, everybody will:**

1. Be an active and engaged member of the team and your sub-team of Growing Leadership, prioritising collaboration and good communication.
2. Be a culture carrier within the team and throughout the wider Diocese, championing the Transformation vision and Diocesan priorities and modelling the team ethos.

**Main Duties and Responsibilities as Diocesan Director of Vocations:**

* To work with the Growing Leadership Strategic Lead in continuing to develop and implement a vocations strategy and leadership pipeline that continues to see an increase in vocations; being attentive to the discernment of the type of lay and ordained ministers needed now for God’s mission and ministry in Durham Diocese.
* To develop and resource the existing Vocations Team, recruit additional members and ensure appropriate training and support.
* To fulfil the statutory requirements of a Diocesan Director of Ordinands and play a full part in the national networks, keeping in step with national objectives.

In particular:

1. **Lead on developing the calling of the whole people of God:**

* 1. Be a catalyst for cultural change in our diocese to enable all the baptised to live out their discipleship in their daily lives, equipping churches, so that everyone can discover their gifts and vocation as disciples of Christ.
  2. Collaborate with and support the Growing Leadership Strategic Lead in identifying the types of roles and ministries needed within the diocese, working with relevant partner organisations as appropriate
  3. Develop and review the existing Diocesan Vocations Team, Diocesan Vocational Enquirers Group and Diocesan Panel members
  4. Develop student vocations groups across the universities and FE colleges of our Diocese, in collaboration with the relevant chaplains.
  5. Work with the Education team on helping Church of England schools explore vocation, including promoting ordained ministry.
  6. With colleagues, play a key role in the development of lay people for particular ministries, recognising the increasing number of different authorised lay ministries.
  7. Oversee the selection and training process for licensed and authorised lay ministers

1. **Fulfil the role of Diocesan Director of Ordinands:**

* 1. Be the main point of contact for every diocesan referral for potential ordinands.
  2. Oversee the process from enquiry to Stage 2 Panel through to IME1.
  3. Oversee individual training pathways for all candidates for ordination.
  4. Work with the Diocesan Safeguarding Officer in ensuring good safeguarding practice in all aspects of vocational work.
  5. Sustain and develop existing relationships with Theological Education Institutions (TEIs) and carry out regular visits.
  6. Oversee the financial arrangements for candidates through their training to ordination, liaising with the national church as appropriate.
  7. Implement the agreed ordination strategy, including overseeing a recruitment team, regular vocations initiative events and campaigns for a variety of audiences.

1. **Ensure good governance in vocational and discernment work:**
   1. Give particular attention to encouraging and monitoring diversity in all aspects of vocational work, reporting to GLSL as required
   2. Work closely with the GLSL to ensure that all national and Durham-specific requirements are met.
   3. Provide regular reports to the Mission and Ministry Programme Board, attending as required.

**Common Duties and Responsibilities:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

This post-holder is required to hold a valid DBS, enhanced for children’s workforce, and will need to complete regular safeguarding training to the required level. When working in parish, the role must follow all necessary safeguarding processes at both parish and Diocesan level. If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Advisor (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Genuine Occupational Requirement**

Due to the nature of working in a specifically church leadership context, the post holder must be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.

This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**Person Specification**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

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| **Essential** | **Desirable** |
| **Qualifications**   Education to Degree or Diploma | * Theology or closely related discipline * Masters/further degree |
| **Skills/Abilities**   * Exceptional interpersonal skills * Excellent communication skills (written and verbal) with a wide variety of stakeholders * Good use of IT tools including Word, Excel and PowerPoint * Ability to manage budgets for discernment costs, under the authority of the GLSL * Understanding of training pathways * Ability to work closely with colleagues | Coaching/training ability |
| **Knowledge**   * Specific knowledge of the structures of the Church of England * Secure understanding of the process of selection, training and ordination in the   Church of England |  Understanding of current Church strategies |
| **Experience**   * Proven track record in fostering vocations * Experience of leading and developing a team of skilled practitioners * Experience of spiritual direction and/or discernment   **Personal Attributes and Circumstances**   * Committed to the development of the whole people of God in their vocation * Self-motivated, creative and imaginative * Willingness to travel around the diocese * Willingness and commitment to work some evenings and weekends | * Experience of leadership in parish ministry * Experience of working with young people (children, youth, students, young adults) |

The postholder will be required to travel widely around the diocese with some evening and weekend working expected.