

Job Description

Diocesan Director of Ordinands and IME2

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

- To play a key role in encouraging people to think about vocation in all its forms across the parishes, institutions and congregations of the Diocese of Norwich.
- To oversee and direct the process of discernment, training and formation from first inquiry about ordination through to the completion of a title post.

These two core responsibilities can be further broken down into the following sections:

- To lead on the development and delivery of a diocesan vocation strategy which results in an increase in the number of those offering for ordination and licensed or authorised lay roles, allowing us to become self-supporting in terms of ministerial leadership while also supporting and embodying our call to be a younger and more diverse Church.
- To encourage vocations across the diocese through preaching, talks and events, offering leadership and oversight among those working to nurture and encourage vocations.
- To advise the Bishop of Norwich and the Bishop of Thetford (as lead bishop for Ministry) around vocations, and about individual candidates for ordination during their training and curacy.
- To provide guidance to those engaging in discernment towards ordination, supporting them through that process and their subsequent training, as well as working with those who are not recommended for training.

- To ensure that IME2 is offered to a high standard, so that our curates are well-supported and prepared for their future ministry in the life of the church, and so our training incumbents are also encouraged and equipped for their vital role.
- To model effective collaborative working with all of those involved in promoting and supporting vocation and ministry in the diocese as a key part of the Parish Support Team.
- To work with and to learn from the regional and national networks of DDOs as appropriate, ensuring that national initiatives are known in the Diocese and that the Diocese is known to the national church.
- To be known and know the theological colleges, courses and institutions through which candidates are trained for ministry, so that Norwich is known as a good diocese for placements and curacies and to raise the profile of rural ministry.

Key working relationships

Line manager	Director of Mission and Ministry
Positions managed	Administrator to the Diocesan Director of Ordinands Assistant Diocesan Directors of Ordinands Vocation Mentors Vocation Champions
Internal	Bishops of Norwich, Thetford (who is the Sponsoring Bishop) and Lynn (who is the lead bishop on Mission) Archdeacons of Norwich, Norfolk and Lynn. Diocesan Secretary (the postholder will be a member of the DBF staff team) Diocesan Counsellor Diocesan Safeguarding Advisor SSM Adviser CMD Officer Those appointed to work with LLMs, APAs and AWAs Parish Support Team Colleagues
External	Members of clergy in the Diocese

Main duties and responsibilities

Developing a Vocations Strategy as part of (and in response) to the emerging Diocesan Vision, and then leading the work to meet it so that the Church in Norfolk and Waveney becomes more prayerful, more pastoral and more prophetic in its work and mission.

Encouraging Vocations

- Encouraging vocations through talks, sermons, and special events, consistently and constantly inviting people to think about what God might be calling them to.
- Challenging and urging clergy, LLMs, bishops and archdeacons to be more active in vocations talks and in speaking of God's call on people's lives.
- Lead the team who run the Shared Vocation Space and School for Mission by:
 - a. working creatively to ensure the widest possible spread of awareness of the course

- b. consider if there are any barriers which stop people accessing the course and overcome them
 - c. planning the programme and inviting speakers
 - d. getting to know the people who attend
 - e. overseeing the follow-up after the course is finished.
- Offer leadership to those involved in work with people exploring a vocation, especially the LLM Training Coordinator and the Authorised Worship and Pastoral Assistant Co-ordinator so that there is a clear pathway for vocations which is coherent, efficient, consistent and accessible.

Work with Ordinands

- Oversee and share with ADDOs in taking candidates, for each category and form of ordained ministry, through the diocesan and national discernment processes, following parameters set for the Diocese by the Bishops and nationally by the Ministry Development Team on behalf of the House of Bishops (see Appendix one for more details on this).
- Drawing on the views of ADDOs, where appropriate, to advise or direct candidates on available training paths for their intended form of ministry, with the final decision resting with the sponsoring bishop.
- Oversee administration of diocesan grants for candidates in training for ordination in collaboration with the Administrator, the Director of Finance and Management Accountant.
- Oversight and care for candidates sponsored by the Diocese in training for ordination, which may include visiting colleges and courses and administering the allocation of grants from the Tindall Trust.
- Administer the process of allocating title posts, in partnership with the Bishops and Archdeacons, including:
 - Advising the Bishop's Staff on candidates for deployable ministry
 - Working with the Bishops in identifying Training Incumbents, liaising with them at every stage including briefing about expectations of their training for the role
 - Administering the title allocation process including interviews, advice and coordination, alongside the relevant bishop
 - Assisting and advising incumbents who are seeking curates from outside the Diocese
 - Maintaining positive contact and pastoral care for candidates seeking title posts
 - Maintaining a positive relationship with theological colleges and courses
 - Liaison with Ministry Division on unfilled posts and unplaced candidates.
- Coordinate all aspects of the Ordination services and retreats, including:
 - Overseeing the administration of ordination preparation days
 - Overseeing the administration of ordination retreats
 - Collaboration with the Precentor regarding Cathedral ordination services
 - Communication with candidates and appropriate diocesan officers
 - Being present throughout all Ordination retreats, ensuring their smooth running, both as a personal resource for candidates and planning and leading worship
 - Taking an agreed liturgical role in all Cathedral ordination services.

Work with Curates in IME2 - training after ordination

- Oversee and monitor the preparation and review of working agreements between curates and their training incumbents in every form of ordained ministry.

- Arrange training events for incumbents and curates to support and develop the training relationship. The Diocesan Counsellor will be a key partner in this work, along with the CMD Officer.
- Be alert to, and proactive in, addressing tensions in training relationships, and to have a care for the wellbeing and flourishing of curates and training incumbents. This may involve liaising with the relevant area bishop and/or drawing on the support of the diocesan mediation service and/or the Diocesan Counsellor.
- Develop and deliver (in partnership with others, such as the Diocesan Counsellor) appropriate training and support for training incumbents. This will include training for those wishing to become training incumbents and continuing support, for example, through action learning sets or mentoring.
- Set up and manage, leading where appropriate, a full curate training and formation programme. This might continue to include arranging reflection groups for all curates. This should be done in liaison with the Director of Mission and Ministry to ensure joined up thinking in the provision of IME2 and CMD.
- Arrange for Deacons to write a reflection and incumbents to provide a supporting statement as preparation for interviews with the relevant Bishop regarding ordination as priest.
- Playing a role with archdeacons and bishops in helping curates think about what happens next, and working to show them, wherever possible, that their post of first responsibility could be in the Diocese of Norwich.
- Coordinate a process for interim and final assessments for curates as required by national guidelines and to participate in regional moderation.

General

- Work with the Diocesan Mission Enabler, the Children, Youth and Families Team and other members of the Mission and Ministry Team to ensure that curates are prepared as fully as possible for the range, challenges and variety of life as a priest in the 21st century.
- Have a role in the implementation of any new developments in ministry in the diocese in collaboration with other relevant diocesan officers.
- Work creatively with the Diocesan Communications Team to raise the profile of vocations in the diocese.
- Play a full role in the life of the Parish Support Team at Diocesan House.
- Play a full role in the life of the Mission and Ministry Team, collaborating widely and sharing ideas and encouraging a vibrant working environment.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

NB: Vocations, training and ministry are necessarily dynamic rather than static and so it is expected that the post-holder will anticipate and embrace change and development in these areas, taking a lead where necessary, in close partnership with the Director of Mission and Ministry.

Person Specification

	Essential	Desirable
Qualifications and Experience		
An ordained Anglican priest with at least five years' experience in ordained ministry	X	
Proven experience of discerning and fostering vocations	X	
Able to contribute at strategic level to diocesan policy around vocations and ministry	X	
Experience of managing budgets		X
Experience of applying for grants		X
Knowledge and Skills		
Excellent in oral and written communication, including the writing of substantial and complex reports to a set format and delivering on time	X	
Understanding well the role of the training incumbent and what is entailed in supervision	X	
Well-organised and efficient, able to deal effectively and thoroughly with paperwork and administration which form a significant part of the discernment and assessment processes	X	
Talented in organising, developing and delivering effective learning and training	X	
Able to challenge directly and appropriately where there are causes for concern, or where injustices are identified	X	
Competent IT skills, including Microsoft software	X	
Personable Attributes and Qualities		
Secure in their own faith, calling and knowledge of God, nourished by a rooted spirituality, with a personal commitment to continuing ministerial development and reflection	X	
Blessed with a pastoral heart, leading to the creation of suitable pathways for formation and development in the light of candidates' personal history	X	
Committed to learning the skills and practices of the role where there are currently gaps	X	
Honest and realistic at all times and committed to excellence both in how we support those discerning vocation and in what we seek for the church	X	
Willing to work in a range of teams, sometimes as the lead and sometimes as an adviser	X	
Able to always remember the delicate nature of their work and the vulnerability of those they work with	X	
A talented and empathetic listener	X	
Gifted in objective assessment and Christlike compassion	X	
An encourager of those whose work you oversee and of those who you are called to work with	X	

	Essential	Desirable
Values		
Committed to the safeguarding policy and practice of the Church of England, including regular participation in training	X	
Eager to preach on vocation, embodying commitment to the life of the church and the vital place priests have in its flourishing	X	
Passionate about developing vocations for traditional forms of church and pioneer ministry, to evangelism and outreach	X	
Able to relate to all traditions in the Church of England, appreciating the theological integrity of others	X	
Committed to encouraging diversity in vocations, embodying a belief in God's call to all people	X	
Longing for the success of the church's mission and growth, being committed to the outworking of the Diocese of Norwich's vision to be: Transformed by Christ: Prayerful, Pastoral, Prophetic. This will involve building and inhabiting a culture in which those who are nurtured within the diocese see the Diocese of Norwich as an excellent place in which to serve and lead	X	
Availability		
The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings, or evenings. Notice will be given of these and time off in lieu is available	X	
Current driving licence and have a car available for travel. Many meetings are held in rural places where public transport is not available, across the Diocese and beyond	X	

Other information

1. The Diocesan Director of Ordinands is appointed by and is ultimately responsible to the Bishop of Norwich.
2. It is an occupational requirement that the postholder is an ordained priest in the Church of England with at least five years' experience in ordained ministry. The post will be held under licence, but the postholder will be an employee of the DBF.
3. The Diocesan Board of Finance provides the post-holder with administrative assistance. A part-time administrator is in post, who works from an office in Diocesan House.
4. An induction programme will be arranged, including attendance at any relevant national initial training.
5. The post-holder is expected to attend regional and national meetings for DDOs, and to participate in relevant CMD. There is encouragement to take an annual retreat for which the Diocesan Board of Finance will pay reasonable costs.
6. The post-holder's ministry will be reviewed every other year by the Diocesan Bishop, or someone nominated by the Diocesan Bishop, in accordance with national and diocesan guidelines for Ministerial Development Review.
7. Appointment will be subject to an enhanced check via the Disclosure and Barring Service and all applicants will be expected to work within Diocesan policies and procedures.

Summary of Terms and Conditions

Role	Diocesan Director of Ordinands and IME2
Salary	The stipend is set at that of a Residentiary Canon in the Diocese of Norwich (£33,083) and a house (or, if preferred by the DDO, a housing allowance) will be provided by the Norwich Diocesan Board of Finance (NDBF).
Hours	Full time - 35 hours per week over five days. The postholder will be licensed to preach and preside in the Diocese of Norwich. Time spent preaching is claimed back as Time Off In Lieu.
Pension	Enrolment in the Church of England Clergy Pension Scheme, plus in-service life cover.
Annual Leave	25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.
Term	Permanent. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 3 months afterwards
Expenses	Working expenses are paid at the Diocesan rates. NDBF is responsible for all travel, administrative, and other expenses reasonably incurred in the course of the post-holder's work.
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (up to a maximum of two days working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.

Appendix One: Working with those in training

It is expected that numbers of candidates will be divided equitably between the DDO and ADDOs, with the DDO overseeing and supporting the work of the ADDOs. The DDO will have overall responsibility for ensuring safeguarding requirements are followed.

For the DDO (and ADDOs) the process includes:

- Administering and initiating procedures required by law and good practice, with particular regard to Safeguarding.
- Meeting and interviewing each candidate a number of times, including a home visit.
- Setting candidates such tasks, projects and placements as may be necessary.
- Visiting candidates and their spouse/partner where appropriate in their home parish.
- Liaising, as appropriate, with the Diocesan Counsellor and/or the Diocesan Safeguarding Adviser when issues arise in the discernment process over which further professional support may be required.
- Preparing paperwork and giving advice to Sponsoring Bishops.
- Administering the procedures for sending candidates to Stage 1 & Stage 2 Panels.
- Working with candidates both individually and as a group to prepare them for attending Panels and communicating to them the Panel reports after the decision of the Sponsoring Bishop.
- Providing support to candidates, as appropriate, post-panels, including communicating the panel report.