Job Description and Person Specification

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| **JOB TITLE:** | Clergy Retirement & PTO Officer (See of Ramsbury) |
| **DURATION** | Three years (interim clergy appointment, 1.5 days per week). The Officer will hold a co-terminus appointment as Rector of the Benefice of Rowde and Bromham. |
| **REPORTING/LINE MANAGER** | Quarterly reports to the Ramsbury Team Meeting, with Director of Mission & Ministry offering light-touch line-management. |
| **RESPONSIBLE FOR** | Deanery retirement officers in See of Ramsbury |

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| **JOB PURPOSE** |
| To assist the Bishop of Salisbury in the oversight, pastoral care, support and deployment of retired and PTO clergy in the See of Ramsbury.  The CRPO is a new post, developing the previous voluntary role of Clergy Retirement Officer in recognition of the central role of retired and PTO clergy in local teams and broader diocesan ministry.  The job description and person specification below recognise this shift to a more coordinated support and appreciation of their place, in tune with the Diocese’s strategic aspiration to grow Courageous Christian Ministry. |

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| **DUTIES AND RESPONSIBILITIES** |
| 1. To assist the bishop in overseeing the pastoral care and welfare of retired and PTO clergy in the See of Ramsbury, in cooperation with deanery officers. 2. To support the bishop, archdeacons and rural deans by coordinating the local deployment of our retired and PTO clergy, according to their particular gifts and capacity. 3. To explore possibilities and vocations for interim and other licensed ministry among retired and PTO clergy and participate in their recruitment & appointment. 4. To grow and oversee a network of voluntary deanery retirement & PTO officers (currently lapsed) who will offer local communication, pastoral support and coordination of their ministry. 5. Working with the Director of Mission and Ministry, to help coordinate training for PTO clergy and those approaching retirement, including the diocesan pre-retirement course at Sarum College. 6. The CRPO may attend clergy funerals on behalf of the bishops and, together with the Widows’ and Deanery Officers, maintain contact with the South Canonry and Ramsbury Office in order to support the administrative processes required when personal circumstances change. 7. To connect with National Retirement Networks and keep up to date with policy and good practice as it relates to retired clergy. 8. To assist and advise clergy with regard to retirement housing and to promote good communication and awareness of the Church’s provision in this regard. 9. To communicate and co-operate with the See of Sherborne Retirement Officer (voluntary) with a view to developing diocese-wide approach to PTO & retired clergy. 10. To offer periodic reporting and recommendations regarding retired and PTO clergy to the bishops, archdeacons and relevant diocesan committees – e.g.: Ramsbury Team meeting, and Mission & Pastoral Committee. |

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

Person Specification

| **Attributes** | **Essential (or expected to train/qualify to that standard)** | **Desirable** |
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| **Qualifications & Training** | * + - Ordained priest in the Church of England |  |
| **Experience** | * + - At least one position of main responsibility at parish or similar level. | * + - Experience in strategic development mission & ministry beyond the benefice (e.g. Rural Dean or diocesan role) |
| **Competencies** *(specific skills, knowledge and attributes required for the role)* | * + - Pastoral insight and substantial experience of parish ministry.     - Excellent administrative, time management and communication skills.     - Ability to self-start and grow this work rather than inherit a role. | * + - Interest in planning for the future of ordained local ministry.     - Experience of village and rural ministry welcome.     - Strategic vision. |
| **Behavioural Requirements** *(generic soft skills required for the role based on the grade)* | * Compassion, patience and love for colleagues. * Ability to manage a blended role and negotiate the boundaries with parish responsibilities. |  |