DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

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| **JOB TITLE:** | **Ministry Formation Resource Officer** |
| **TEAM:** | Mission, Ministry and Communications Team |
| **DURATION** | Permanent (half-time) |
| **LINE MANAGER:** | Ministry Formation Team Leader |

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| **JOB PURPOSE** |
| Resource Officer assists the Ministry Formation Team Leader with the resourcing of curacy training, support for curates and training incumbents and has particular responsibility for the Assessment in Curacy process by which curates demonstrate their readiness for future ministry (Half time)  Be an active and interested part of the Ministry Formation Team contributing the team’s vision  ‘Resourcing all God’s people to flourish in Christ’s ministry through trustworthy and Godly discernment’.  This role is suitable for either a Flexible Working Arrangement or, possibly, for permanent Home Working. |

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| **DUTIES AND RESPONSIBILITIES** | |
| **KEY DUTY A:** | To support curates and training incumbents, overseeing the Assessment in Curacy programme; ensuring all curates are ready and prepared for their future ministry in line with diocesan and National Church guidance, including:   * reviewing the Pre-Priesting, Interim and Final Annual Review submissions to measure progress towards inhabiting the seven Qualities across each of the four domains produced by the House of Bishops * reviewing draft Theological Reflections and providing advice to curates on these (final submissions of Theological Reflections are externally assessed by Sarum College) * meeting regularly with curates and their training incumbents to check on progress and make suggestions for areas where focus might be needed, including identifying where additional resources are needed and arranging for these to be put in place * maintaining and updating curacy paperwork including preparing the sign off paperwork for all curates * managing the regional moderation process on behalf of the Diocese at the point of sign off * maintaining the ongoing administration of the Assessment in Curacy scheme. |
| **KEY DUTY B:** | To share in the work of the IME team, facilitating the core IME programme, including offering individual support to curates and training incumbents to ensure learning and formation outcomes are achieved, including:   * facilitating events in the IME core course programme (currently 16 per year) including the bi-annual spring residential, also leading these where appropriate * booking external speakers and administering the core course programme * resourcing curates and training incumbents as needed throughout the curacy * meeting regularly with the DDO/ IME Co-ordinator to review the progress of curates, and to work with the DDO/ IME Co-ordinator to agree decisions on: * support needed by individuals, * recommendations for appointment of RLG leaders * recommendations made to the bishop for interim training incumbents * participating in ordination services at Petertide each year and at other times * representing the Diocese at regional or national meetings as required |
| **KEY DUTY C:** | Contribute to the wider working of the MMC team helping to shape and inform the future vision and direction of our core work |

This document indicates the general level of responsibility and overall aims of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.

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| **ADDITIONAL INFORMATION** |
| The post holder must undertake duties at all times in accordance with legislative and regulatory requirements.  The post holder must at all times carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.  In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis. |

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| **PERSON SPECIFICATION ESSENTIAL (E) / DESIRABLE (D)** | |
| **KNOWLEDGE** (including experience and qualifications) | |
| Ordained priest in the Church of England or suitably experienced lay person who is a communicant member of the Church of England | E |
| A clear understanding of the National selection procedures for curates | E |
| A clear understanding of National and regional training requirements for curates | E |
| A well-rounded theology of ministry with an informed understanding of the way in which ministry is perceived and patterned within the Church of England | D |
| Excellent communication skills capable of relating well to a wide range of people with varying expectations | E |
| A high level of accuracy and attention to detail including when working on systems and databases | E |
| Professional demeanour, demonstrating a calm, compassionate, and helpful disposition toward those we serve, handling sensitive information appropriately | E |
| Self-motivated, flexible and capable of organising and prioritising, working independently whilst also being part of the wider team | E |
| Inquiring mind, proactively considering ways of working that improve service provision | D |
| Confident using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary | E |
| Discretion and pastoral sensitivity | E |
| Own car and clean driving licence, willing to travel around and occasionally beyond the Diocese | D |
| Willing to work flexible hours, including some residential periods, with time off in lieu | E |

Benefits Package

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| Location | Flexi-home working |
| Hours of work | The working week is **14.5 hours.**  Normal office hours are 0900 – 1700 Monday to Friday with an hour for lunch. We are flexible with home-working options after completion of the probation period. There is no payment for overtime although time off in lieu may be taken for attending meetings and events beyond these core hours. |
| Salary | **Up to £4D £ 34 712.00 fte = £17 356.00 part time (14.5 hours p/w) p.a.** |
| Pension | The Board offers a **non-contributory pension scheme making a 14.5% pension contribution which may rise by a further 3%** if matched by a 3% contribution from the employee. |
| Holiday | The annual leave entitlement is **24 working days** (during a complete holiday year (1 January – 31 December). In addition to annual leave and public/bank holidays, the office is closed for a further two days at both Christmas and Easter. |
| Travel and Expenses | You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale. |
| Car Loan Union Ltd | Car loan facilities are available through the Churches’ Mutual Credit Union. |
| Probation | There is a 6-month probationary period during which the progress and development of the post-holder will be reviewed prior to confirmation of employment. |
| DBS Check | To be done on before job offer stage |