

Learning and Development Officer Information Pack



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Welcome

Thank you very much for your interest in this new and significant post in the Diocese of Salisbury.

As the Diocesan Board of Finance (DBF) our common purpose is: *To serve and resource the local church as it builds a flourishing Christian presence in every community.* At the heart of this aim is a desire to see Parish Officers (PCC Secretaries, Treasurers, Administrators) supported, resourced, and equipped to carry out their roles with confidence.

Alongside our desire to support and resource local Parish Officers is the commitment of the DBF to increase our investment in staff to enable them to flourish in their roles and strengthen their contribution to the work of the whole organisation and those whom we serve. Therefore, working with the Leadership Team we are looking for a gifted, experienced, and passionate individual to join us to help to create and shape a culture of learning and development. Drawing on your experience and understanding of how people learn, you will help to create an engaged and creative learning agenda, that recognises the diversity of people whom we serve and work with. Alongside a learning agenda, we are looking for the successful candidate to have the skills to evaluate and measure the impact of our work.

We anticipate that an emerging aspect to this role will be to help us move towards developing an e-learning platform, some early work has already taken place, however, we would be looking for the successful candidate to take a strategic and coordinating lead across the whole organisation including the Diocesan Board of Education (DBE), the Bishop's Office, Area Offices, Sarum College, and other partner organisations including the Church of England.

Though we have scoped out the role below, we understand that the post-COVID landscape is still emerging, as a result there is likely to be scope for new ideas, initiatives, and opportunities to emerge. Therefore, we are looking for someone who is able to bring creativity and imagination, energy and innovation to stretch our thinking, expand our horizons, capitalise on our IT investment and to confidently lead us into the next phase of our growth as an organisation that remains committed to serving and resource the local church.

The closing date for applications is 12 noon on Friday 25th June and interviews will be held on Tuesday 6th July 2021.

I look forward to receiving your application.

Revd Canon Jonathan Triffitt

Director of Mission and Ministry & Deputy Diocesan Secretary

June 2021

Job Description

JOB TITLE:	Learning & Development Officer
LOCATION:	Church House and Home Working
TEAM:	Mission, Ministry & Communications Team
NORMAL HOURS:	0.8 FTE
GRADE:	4
DURATION:	Permanent
RESPONSIBLE TO: <i>(Line Manager)</i>	The Director of Mission & Ministry
RESPONSIBLE FOR: <i>(Line management responsibility)</i>	N/A

JOB PURPOSE

(Brief description summarising main aims of the role)

The Learning & Development Officer will be responsible for co-creating a culture of learning and development that positively impacts local leaders and diocesan staff enabling them to flourish in their calling and ministry, including:

- *Governance and compliance:* Work with the DBF colleagues to identify and coordinate key training opportunities to support Parish Officers (Deanery and PCC Secretaries, Administrators, Treasurers,). Support the induction and training DBF trustees and governance roles.
- *Mission and Ministry:* Support the delivery methods and systems by which the ongoing formation and wellbeing of lay and ordained leaders is provided.
- *DBF Staff:* Support the professional development, induction, and training of DBF staff, to enable staff to feel equipped and confident to fulfil their roles.
- *Learning Management framework and system:* Develop a learning management framework that facilitates the management, delivery, and measurement of the DBF's learning programme.

DUTIES AND RESPONSIBILITIES	
KEY DUTY A:	Working with the DBF colleagues to identify and coordinate key training opportunities to support Parish Officers:
	<ul style="list-style-type: none"> • To understand the learning needs of Parish Officers (Treasurers, Churchwardens, PCC Secretaries, Administrators) to develop and deliver a high-quality programme of support and training to equip and enable Parish Officers to flourish in their roles. • To develop and deliver induction and training for DBF trustees and members of key governance committees to enable them to fulfil their statutory roles and responsibilities. • To enable local churches and Parish Officers to access and benefit from the Diocesan investment in IT infrastructure. Identify and supporting ongoing training to meet the needs of the parishes. • To lead the procurement of external training and negotiate with training providers to secure best value delivery. • To develop and manage a bank of external resources and providers to sign-post people to. • To measure and evaluate the impact of the learning offer provided and to encourage the sharing of good practice within the local church and across the diocese.
KEY DUTY B:	Working with the Director of Mission & Ministry to support with the coordination, delivery methods and systems of both lay and ordained ministries as they help parishes to grow creatively in mission and imaginatively in ministry:
	<ul style="list-style-type: none"> • To assist in the planning and delivery of resources to support the Wellbeing of clergy and local leaders inc. Spiritual Direction, Pastoral Supervision and Peer Support. • Work with the Director of Mission & Ministry and Sarum College (plus other training partners for e.g. CPAS) to identify and respond to the learning needs of clergy and lay leaders, resulting in a strong CMD programme to support the ongoing formation of clergy and lay leaders. • Develop a pool of trained mentors to support leaders at times of transition in ministry (e.g. for new incumbents, first time Team Rectors, etc) • To lead the effective organisation of the triennial Day of Celebration for Lay Ministry, annual clergy day, archdeaconry days and the triennial clergy residential
KEY DUTY C:	Development of a learning management framework that facilitates the management, delivery, and measurement of the DBF's learning programme:
	<ul style="list-style-type: none"> • To procure a quality learning platform that continually improves the learning experience for all stakeholders. • To enable the facilitation and training of parish officers, laity, clergy, and staff to confidently access online learning via the agreed learning platform. • To work closely with the IT Programme Manager to ensure that the specification, delivery, and operation of a SharePoint Resource Hub provides easy access to course bookings, training materials, information, and online delivery. • To co-create content that will facilitate the development of leadership and professional practice across parishes and the DBF. • To regularly update the Resource Hub and Intranet, identifying upcoming training, events and articles relating to the professional development and wellbeing of staff and office holders.

KEY DUTY D:	Supporting the professional development and training of DBF staff:
<ul style="list-style-type: none"> • To work with the Leadership Team and managers to identify employee training needs and map out creative and engaging development plans for teams and individuals across the organisation within budget. • To develop and deliver an induction programme for all new staff, regularly reviewing its content and adjusting where appropriate to ensure all new staff feel confident to fulfil their roles. • To bring consistency to our training in terms of delivery, evaluation, and tracking – making improvements with colleagues as required to produce the highest quality training for greatest impact within budget. • To analyse and utilise training data to evaluate the impact of learning, reporting back to the Leadership Team on key findings, trends, and outcomes. • To provide additional support and mentoring to all colleagues, specifically those new to the organisation or on a performance improvement plan. • To develop a culture of learning, sharing expertise, resources, and good practice across the organisation. • To oversee the maintenance of training records and systems, ensuring compliance with DBF data management policies and GDPR legislation. • To be attentive to the external environment, bringing new thinking on learning and development practices and approaches to continually evolve our thinking. 	
General	
<p>To advocate the vision of <i>Renewing Hope: Pray Serve Grow</i></p> <p>To contribute sensitively and well to the spiritual life and overall wellbeing of the DBF staff team, honouring and adhering to the Diocesan culture and values.</p> <p>To undertake any other reasonable duties as requested by the Director of Mission and Ministry</p>	

PRINCIPAL CONTACTS	
INTERNAL:	<ul style="list-style-type: none"> • Diocesan Board of Finance (DBF) Leadership Team • Bishop’s Staff • Diocesan Board of Education (DBE) • Safeguarding Team • Parish Support Team • Mission, Ministry & Communications Team • IT Programme Manager • Finance and Property Team • Salisbury Cathedral
EXTERNAL:	<ul style="list-style-type: none"> • Local church leaders (lay and ordained) • Deanery and Parish Officers • Rural Deans and Lay Chairs • Sarum College • South Central Regional Training Partnership • National Church Institutions • External Training Providers • Other appropriate organisations and agencies

ADDITIONAL INFORMATION
<p>The post holder must undertake duties at all times in accordance with legislative and regulatory requirements.</p> <p>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.</p> <p>The purpose of the job description is to indicate the general level of responsibility and location 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.</p>

PERSON SPECIFICATION	
JOB TITLE:	Learning and Development Officer
GRADE:	4
KNOWLEDGE <i>(including experience and qualifications)</i>	ESSENTIAL/ DESIRABLE
Educated to degree level - or equivalent professional experience, skills, and abilities.	E
A professional qualification in adult education / learning	D
Experience of developing and delivering training at a local or wider level.	E
Experience of L&D planning and coordination	E
Create good quality and visually appealing learning materials	E
Experience of the management, tracking and recording of information so that it can be used for effective decision-making.	E
Evidence of an ability to build credibility, respect and strong working relationships with colleagues and others.	E
Working in a charitable or church environment	D
Experience of ministry in the local church.	D
Experience of recruiting and managing volunteers.	D
Good knowledge of different learning styles and the ability to engage a wide spectrum of learners and experiences.	E
SKILLS	
A reflective practitioner with good emotional intelligence	E
Ability to work collaboratively in a team and with senior leadership across the diocese.	E
Ability to deliver multiple activities on time and to budget.	E
Excellent administration skills, with an ability to manage, organise and work to deadlines.	E
Structured, clear thinking with good analytical skills and ability to bring solutions.	E
Excellent communication skills – both written and oral.	E
IT skills: good knowledge of Outlook, Word, Excel and PowerPoint.	E
Demonstrable facilitation and negotiation skills to achieve the desired outcome with training providers.	E
ATTRIBUTES <i>(personal skills required for role)</i>	
Ability to build credibility, respect and strong working relationships with colleagues and others.	E
Ability to work collaboratively in a team and with senior leadership across the diocese.	E

Ability to deliver multiple activities on time and to budget.	E
Excellent administration skills, with an ability to manage, organise and work to deadlines	E
Structured, clear thinking with good analytical skills and ability to bring solutions	E
Excellent communication skills – both written and oral.	E
Comprehensive IT skills and knowledge, competent in using Outlook, Word, Excel and PowerPoint.	E
Demonstrable facilitation and negotiation skills to achieve the desired outcome with training providers.	E
A commitment to the diocesan values	E
An ability to listen well and respond appropriately	E
Flexibility and a willingness to adapt to changing priorities, understanding, and appreciating different perspective on issues	E
A reflective practitioner with good emotional intelligence	E
An ability to work on his/her own initiative	E
An approach to work that is characterized by commitment and energy	E
A wiliness to work flexibly and occasional out of hours work.	E

About the Diocese of Salisbury

The Diocese of Salisbury Diocese is a shared community identity. Serving a million people from the M4 to the Jurassic Coast, Parishioner, Pupil, Teacher, Laity, Minister, Parish, School, Benefice, MAT, Deanery, Archdeaconry, Bishops, Church House, South Canonry or DEC – we are all “Diocese.”

Our Diocese covers most of Dorset and most of Wiltshire, and also has parishes in Devon and Hampshire. As *of November 2019 we have 132 Benefices, with 172 stipendiary, and 413 retired or self-supporting ministers, serving 436 parishes.*

But our ministry doesn't just encompass ordained priests, across our parishes we also have 1,310 people actively involved in a range of vital licenced lay ministry. We also support 40 chaplains who work out in the community, everywhere from prisons and hospitals to the gypsy and traveller community.

The Diocese is led by the Bishop of Salisbury, supported by the two Suffragan Bishops of Ramsbury and Sherborne. It is split into four Archdeaconries of Dorset, Sarum, Sherborne and Wilts and the Diocese's 569 Churches support a worshipping community of 29,600, with over 19,000 turning up regularly to services on a Sunday morning.

The Office of National Statistics estimates our Diocese to have a population of 955,000. Nearly 70% of this figure (about 650,000 people), live in 30+ towns and larger urban areas such as Bournemouth and Poole. We also have 17 parishes where there are significant issues of deprivation, especially around poverty and low educational achievement.

Yet the majority of our Diocese and its parishes is rural. The rural church has a unique dynamic, deeply rooted in the wider community. Our large rural multi-parish benefices need particular skills, and small congregations may not have sufficient numbers of people to do all the necessary jobs. Yet clergy in the countryside have always had an incarnational ministry and continue to be an important focus in their communities. Through our Rural Hope programme, we are investing in identifying, nurturing and training rural church leaders who, working with local congregations, will take hold of mission opportunities and move into church growth – in numbers, depth and impact.

Of the 340 Schools in the geographical area, 194 are our Church Schools, and 95 of these are academies. 16% of all Church of England primary and middle schools are in the Diocese of Salisbury. In all, over 43,000 children in the Diocese attend church schools.

Looking at current trends, we will be well over a million people by 2030 living within the 2,000 square miles that make up our Diocese. But the age profile of this population is also significant. Over the past 10 years the number of people over 65 increased across our Diocese. In Dorset, the number of children and people of working age decreased, while in Wiltshire the number of children remain fairly static. Two Local Economic Partnerships cover our area and both predict economic growth linked to the continued and growing presence of Ministry of Defence personnel and, in Dorset, tourism. There is also a programme of new housing around many of our market towns.

Through Bishop's Nicholas national role as lead Bishop on the Environment for the wider church and through our Diocesan work with A Rocha and Eco Church, the Environment is a key area of engagement for our parishes and our Bishops.

The Diocese's Social Justice Programme also seeks to inspire and support parishes and the whole Diocese, as together we respond to the needs of local communities and the wider world, and many of our churches have such missional objectives.

General terms of employment

Salary	The salary will be in the region of £36,000. The DBF also offers a 15% non-contributory pension, which may rise by a further 3% if matched, by a 3% contribution from the employee.
Hours of Work	The DBF operates on a 35-hour normal working week. The post is likely, however, to require flexibility in the distribution of hours worked including weekends and evenings from time to time.
Probationary Period	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.
Holidays	Annual Leave is 24 days. There are also two office closure days at Christmas and two at Easter in addition to the public holidays at these times. The office is also closed on all other Statutory and Public Bank Holidays.
Location	The Diocese has offices in Salisbury and near Blandford. Your normal place of work will be Salisbury, but you will be expected to be flexible in your working location.
Travel	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	Car loan facilities are available through the Churches' Mutual Credit Union Ltd.

Application process

Please click her for details and the application form: <https://www.salisbury.anglican.org/whos-who/job-vacancies/lay>

Applications should be returned to Sally Finn at hadmin@salisbury.anglican.org

- **Closing Date: noon, Friday 25th June 2021.**
- Interviews will be held on **Tuesday 6th July.**

Thank you for your interest, if you have any queries about the application process, please contact Sally Finn at hadmin@salisbury.anglican.org