



Information pack for the post of
Assistant Vocation Coordinator
(Part time)



The Vision for Salisbury Vocations

Welcome. Thank you very much for your interest in this post.

The work of the Vocations Coordinator is to **raise the temperature of vocational conversations** at all levels of the Church in the diocese of Salisbury. Warmer, more conducive conditions for these conversations happen when:

- Current lay and ordained leaders share their vocational story with honesty, ease and excitement.
- There is an expectation (and resourcing) for 20-30 vocational conversation in a benefice rather than 2- 3. For example by regularly running the Your SHAPE for God's Service course
- There is a clear, trustworthy and efficient process for anyone wishing to explore a vocation to an authorised lay or ordained role.
- There are regular easy access points to this process through Vocational Enquiry events.
- There is a network of vocation mentors who can work in their locality at raising the vocational temperature. These mentors are able and resourced to help develop individuals see the possibilities of what God can do in their lives.
- The practice of being involved in the *missio dei* in a locality is more widely recognised as a seedbed for vocations as well as discipleship in the local church.

Administering the vocational process for a few, whilst important is no longer the focus for this role. The priority is to work with leaders at every level of the diocese to recognise and affirm everybody's call to grow the Kingdom of God.

If you would like an informal discussion about the position, please contact Andrea Dredge at andrea.dredge@salisbury.anglican.org to book in a call at a mutually convenient time with me or Louise Ellis, our Vocations Coordinator.

The closing date for applications is **5pm on Monday 18th January 2021** and interviews will be held on **Monday 25th January 2021**.

We look forward to receiving your application.

Revd Nigel Done
Ministry Team Leader

JOB TITLE	Assistant Vocations Coordinator
LOCATION	Home based
DEPARTMENT	Ministry Mission and Communications
NORMAL HOURS	10 hours a week
GRADE	5
DURATION	Permanent
RESPONSIBLE TO	Lead Vocation Coordinator
RESPONSIBLE FOR	Not applicable

Key Role A: Contribute to Enabling a culture of talking about vocations for everyone.

- Assist the Lead Vocations Coordinator in resourcing, inspiring and leading a culture of encouraging vocational conversations at all levels and all places in the diocese by promoting a culture of awareness, expectation and mutual responsibility regarding vocations.
- Ensure our approach to vocations promotes equality, diversity and inclusion, enabling vocations to flourish amongst underrepresented groups within the diocese.
- Assist the Lead Vocations Coordinator in motivating a team of **Vocation Mentors** who will provide resources and support to benefices seeking to develop the vocations of all people.

Key Role B: Assist in Stage 1 and 2 of The Vocation Process for authorised ministries

Where required assist the Lead Vocations Coordinator

- In working with a team of **Vocation Mentors** who will work with individuals alongside their incumbent in developing their understanding of calling. (see The Vocation Process Document for a fuller description of Stage 1)
- Help with a variety of Vocation Enquiry events (in person and online) that offer a clear entry point into Stage 2 of discerning a vocational pathway to lay and ordained roles.
- Be a **Vocation Advisor** to a number of explorers, fulfilling the role of preparing, reporting and recommending individuals to either the DDO team for discernment for ordained ministry or other panels for licenced lay ministries such as pioneer and LLM, Church Army etc

Key Role C Nurturing young vocations (Primary responsibility of the Assistant Vocation Coordinator)

Work collaboratively with the **Young Vocations Resource Officers**, to intentionally develop young vocations through:

- offering internship opportunities including the Church of England Ministry Experience

Scheme (CEMES), which provides ways for potential candidates for ordained ministry to gain early experience as they continue to explore their vocation

- directing and supporting the work of the Diocesan Young Vocations Champions (YVCs)
- developing vocational initiatives in schools with colleagues in the Board of Education

Key Role D As appropriate play a supportive part in the Ministry Formation Team and other partnerships across the regional and national church

- Work collaboratively with the Ministry Formation Team Leader in resourcing the diocese with confident Christian leadership.
Deputise for the Lead vocational coordinator in representing the Diocese at national level, liaising with Ministry Division and with Vocations leads in other dioceses and denominations.

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.

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.

Person Specification	Essential/ Desirable
KNOWLEDGE	
Experience of ministry within the Church of England at parochial level	E
Knowledge of the Church of England and a good understanding of a wide variety of Church forms and contexts – Resourcing Church, Pioneering, Chaplaincy, Fresh Expressions.	E
Understanding of contemporary youth culture	E
Experience of working in the area of vocational discernment and an awareness of the selection procedures for LLM & Ordained ministry within the Church of England	E
Good theological understanding of vocations	E
Knowledge of strategic issues in discipleship and vocations	E
Committed to their own personal growth and development, professionally and as a disciple of Christ	E
SKILLS	
An enthusiasm for working with individuals as they explore their sense of vocation in the context of personal discipleship	E
Ability to deal sensitively and diplomatically with a range of people	E
Ability to handle personal and sensitive information in the strictest confidence	E
Excellent oral and written communications skills	E
Confident speaker who is able to preach, teach and talk about vocation with enthusiasm and passion	E

Committed to a collaborative style of working and proven experience of working in a team.	E
Ability to be creative and proactive in promoting vocations	E
Competent administrative and IT skills	E
ATTRIBUTES	
Confident in managing priorities and a demanding workload	E
Baptised communicant member of the Church of England	E
Passionate about seeing others grow in faith and stepping into their vocation	E
Able to react positively to a rapidly changing and evolving national picture	E

In addition the post-holder needs to hold a valid driving licence, be prepared to travel throughout a largely rural diocese and to work flexibly as it is likely that there will be some work in the evenings and weekends.

General terms of employment

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.

Salary The salary will be £8,250. The DBF also offers a 15% pension contribution, which may rise by a further 3% if matched, by a 3% contribution from the employee.

Hours of Work This post is 10 hours pw. The post is likely, to require flexibility in the distribution of hours worked including weekends and evenings from time to time.

Holidays Annual Leave is pro-rata of 24 days. There are also two office closure days at Christmas and two at Easter in addition to the public holidays at these times of which will also be pro-rated. 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 your home, 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.

Application process

Please go to [link here to the Diocesan web site](#) for an application form.

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

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