

CLERGY TRAINING OFFICER (0.8 fte)

A new and exciting role is being created to deliver both IME 4-7 and CME for all our clergy and lay incumbents as we gear up for the training requirements of the new Terms of Service regulations and take a full part in the newly formed East Midlands RTP. Reporting to the Director of Ministry and Mission you will have a post-graduate theological qualification, knowledge of, passion for and skills in adult education and training and either significant experience as an incumbent or a track record of delivering education and development in a Christian context.

The post is open to clergy and lay applicants. For clergy applicants the post will be combined with a 0.2 Parish role with housing. The salary for lay applicants is £35k pa (pro rata).

We welcome applications from suitably qualified people from all sections of the community, and strive to be an equal opportunity employer. CRB clearance is required for this post.

Deadline for applications: **12 noon 2nd October**; Interviews **23rd October** in Southwell
For an informal discussion contact Rev Canon Dr. Nigel Rooms 01636 817231 or nigel.rooms@southwell.anglican.org

Application packs available on the Diocesan website www.southwell.anglican.org or from
Catriona Gundlach 01636 817232 catriona@southwell.anglican.org

Department for Development

JOB TITLE: CLERGY TRAINING OFFICER (0.8 fte)**Purpose:**

To identify and provide the Continuing Ministerial Education (CME) for the clergy and lay incumbents of the diocese, including IME 4-7 within the context of the East Midlands Regional Training Partnership.

Key Responsibilities:

1. In collaboration with the Director of Ministry and Mission regularly review the Diocesan CME policy and recommend changes to the Bishop in Council.
2. Identifying, commissioning and provision of CME for all clergy and lay incumbents including;
 - discerning and identifying the CME needs of the clergy
 - in collaboration with the Lay Training Officer and the Training Coordinator producing a yearly CME brochure of training opportunities
 - development and provision of the Clergy Leadership Programme, selection and training of appropriate mentors.
 - working with the Director of Ministry and Mission to deliver the Enhancing Clergy Leadership Roles Programme in partnership with the Grubb Institute
 - arrange appropriate research or other projects for clergy study leave and keep Bishop's staff informed of requests and progress.
 - arrange for opportunities for group or one to one reflective practice for all clergy as part of their terms of service arrangements.
 - in collaboration with the Director of Ministry and Mission seek opportunities for strategic delivery of clergy CME in the region through the RTP.
 - working with the Director of Ministry and Mission in the provision of training for spiritual direction and opportunities for spirituality provision
3. Administer Ministerial Development Reviews under the Clergy Development Scheme and their personal training outcomes follow-up.
4. Co-operate closely with the other advisers and officers within the Development Department including;
 - contributing to Reader and RLM CME in consultation with the Lay Training Officer and the Warden of Readers and Reader CME Officer.
5. Oversee the development and delivery of the programme of Continuing Ministerial Education for curates in collaboration with Lincoln School of theology and the RTP including;
 - attending First Appointments Team Meetings and in collaboration with the Vocations Adviser and DDO, liaise with prospective ordinands and training incumbents and advise on curacy placements.
 - arrange and oversee the evaluation process for all curates and supervising incumbents and respond to evaluations.
 - monitor the progress of curates through the evaluations and meetings with training incumbents, and cell group facilitators, deal with any difficulties arising and report to First Appointments Team and the Bishops where necessary.
6. Develop appropriate networking relationships for mutual exchange and enhancement of CME delivery regionally and nationally including
 - contributing to the RTP development through practitioners meetings.
 - attending National CME Officers' Conferences.
7. Manage the CME budget and grants to clergy for CME and study leave.

Working Relationships:

Reports to: The Director of Ministry and Mission

Other key relationships; the Lay Training Officer and the Vocations Adviser/DDO, other department members and advisers, Education department, Parish Support department, Communications Department. East Midlands Regional Partnership, CME Practitioners Group, Lincoln School of Theology and national CME network.

Person Specification

a) Essential requirements

- theologically qualified to Masters level
- a track record of significant Parish experience (*at least* more than three years as an incumbent) **or** significant experience of delivering education and development in a Christian/theological context
- knowledge of, passion for and skills in adult education and training
- experience of collaborative working and supervising voluntary staff
- ability to design and deliver educational events and courses
- good communication skills, both spoken and written
- negotiating and arbitration skills
- ability to network beyond the immediate focus of the role
- ability to manage a significant budget (more than £10k)
- computer literacy.

b) Desirable requirements

- a doctoral level qualification in an appropriate field
- an academic qualification in adult education
- experience of supervising salaried staff
- understanding and experience of systemic thinking and organizational dynamics
- evidence of academic leadership at undergraduate level.
- ability to write and edit written educational materials and courses.

Summary of Terms and Conditions

- The post will be combined with a small parish 0.2 post and housing for an ordained applicant
- The postholder will work from the Department for Development in Dunham House where there is administrative support from the Training Coordinator and her assistant.
- The salary for a lay person is at the Entry Band of Grade 3 i.e. £34970 pa (pro rata) on the Diocese's Remuneration Scales paid monthly on the 15th of the month, or the nearest working day before if it falls on a non-working day, half in arrears and half in advance, by credit transfer to your bank account. Up to the age of 65, and as long as you are an employee of the Board, the Board of Finance will make a contribution, currently 10% of salary, into a nominated Stakeholder Personal Pension Plan, details of which may be obtained from the Finance Office.
- Clergy post-holders will have incumbent status and receive an appropriate stipend and accommodation.
- Annual leave is 25 working days plus statutory holidays and 3 discretionary days as agreed between the Diocesan Chief executive and diocesan staff representatives
- Full expenses of office will be provided by the diocese through the Development Department budget and paid pro rata through the Finance Department.
- The first 6 months of the Employment will be a probationary period. During this period your performance and conduct will be monitored. During the probationary period you will not be subject to the employer's disciplinary procedures. During this probationary period only the period of notice required by either of us to terminate the contract will be one month.

Department for Development

- background information for new departmental roles: Clergy Training Officer

The department was formed in May 2007 following a review of the Ministry Training and Social Responsibility Departments as an innovative way of helping to refocus our work in the light of the agreed values of the Diocesan Template for Mission (see www.southwell.anglican.org/pdf/shape.pdf) and the imperative of “joining together in the Mission of God.” The department is responsible for the development of

- Individuals (clergy and laity) for discipleship, mission and ministry
- Parishes and deaneries in serving their communities and discerning God in their context
- The development of engagement with global and local issues of public concern where appropriate in partnership with other churches and secular agencies

Purpose

The purpose of the department is:

- To encourage, challenge and support Parishes, Deaneries, Diocese and the Bishop...to join together in the Mission of God

Elements of the Vision

We seek to express the life of the Trinity through working together in partnership with each other, individuals, groups and institutions outside the church, to promote the love of God in Christ, justice, peace and the integrity of creation and the health of the church.

- We seek to be incarnational, following the pattern of Christ, embedding the diocesan values, *discovering God, enabling change, serving communities, and valuing people* in the life and work of the team and the diocese.
- We seek to be collaborative and to promote collaboration by
 - Modelling good practice in collaborative ministry
 - Sharing and connecting stories
 - Enabling each other to see the whole
 - Combining in different ways to draw on the strengths and gifts of the whole team
 - Sharing decision making at appropriate levels
- We seek to be faithful in
 - Interpreting theologically both our context and actions in the light of our tradition
 - Responding flexibly to the tasks and the needs of those we are here to serve
 - Engaging appropriately with Nottinghamshire and its differing cultural contexts

Current Changes

At the end of 2009 we face the retirement of the current Departmental head, Rev Canon Alan Payne. A strategic decision has been made to run the Department after Alan leaves with two Directors heading up two different but overlapping and interconnecting teams within the Department. These will be Ministry and Mission led by Rev Canon Dr. Nigel Rooms and Partnership and Mission headed by Rev David McCoulough. We remain one department however with a common coordination and administrative function.

These changes necessitate the creation of two new roles within the Department – a Clergy Training Officer and a Partnerships Officer. The clergy training role will be made up of a 0.3 element of IME 4-7 for our curates currently undertaken by our Director or Ordinands and Curate Training, Rev Canon Terry Joyce, who is relinquishing that part of his job and a 0.5 CME role currently undertaken by Canon Rooms.

The East Midlands Regional Training Partnership

In June 2009 a Covenant was signed officially inaugurating the East Midlands RTP. Covenant Partners were the relevant Districts and Synods of the Methodist Church and United Reformed Church, the four Anglican dioceses of Lincoln, Derby, Leicester and Southwell & Nottingham and the training institutions - St. John's, Nottingham, EMMTC (the part-time ecumenical ordination course, soon to close) and the Lincoln School of Theology.

The part-time training delivered by the RTP will be accredited by Lincoln University through the Lincoln School of Theology and it is envisaged that lay ministry and ordination training will be offered from the School while being delivered much more locally in the Region. There is now a also significant opportunity to collaborate on the delivery of IME 4-7 for curates across the region and one of the immediate tasks of the new Clergy Training Officer will be to work with colleagues in the region to realise the possibilities and budget provision has been made for this. There are also several collaborative projects delivering CME events in the region and it is expected that the CTO will fully participate in these.

Application for Employment: Clergy Training Officer

Application Reference No (to be completed by Diocesan Office) :

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As this form will be photocopied, please type or write in black ink or ballpoint pen.

Please return completed form to Carole Park at the above address.

Please note that Parts A to D will be separated from the remainder of the application form and will not form part of the short-listing process. It is therefore very important to fully complete Parts E to H.

The information given on the 'Monitoring Sheet' will also be separated and only used for monitoring purposes.

PART A - Personal Details

Surname	Forenames (please underline the name you wish to be known by)
Title Mr/Mrs/Miss/Ms/Other	
Address	Telephone Numbers Home Work Mobile
Postcode	
Date of Birth	Email

Please give the names and addresses of three persons to whom we may apply for references. One reference should be from your present employer where possible, and at least one of your references should be clerical. References should comment on your character, integrity and competence, but it would also be desirable if one of your references can address your academic / theological capabilities. A confidential reference may also be requested from your Diocesan Bishop or Area Bishop in addition to other references.

Employer reference: **Approach employer now? Yes / No**

Name
Address
Occupation

Name and address of former employer(s) or of dioceses where clerical appointments held	Positions held and dates	Salary	Résumé of duties and responsibilities and reason for leaving
Please do <u>not</u> complete this information in relation to your <u>present</u> employment / appointment. Additional information about this is requested in Part G below.			

PART C - Medical History

To ensure that we operate within the bounds of appropriate legislation and good practice we must ask you the following questions. Please be assured that all data provided in Section C will be treated in the strictest of confidence and will not form part of the short listing process.

Do you or are you suffering from any disease, allergy, nervous complaint or medical condition which could affect your ability to perform the duties of this post, as set out in the job description?	Yes / No
If 'Yes', please give details.	
Please give details and dates of any periods of illness which have caused you to be absent from work for more than 5 consecutive days during the last 5 years:	
Please estimate the number of days that you have needed to take off work for reasons of sickness absence in the last twelve months day(s)
Please indicate whether you believe you have a disability.	Yes / No
If 'Yes', please describe your disability and any reasonable adjustments that you may require, either to fully participate in the recruitment process or to enable you to carry out the duties of this post, as described in the Job Description.	

PART D - Application

Please say how you learned about this post (if newspaper advertisement, please give name of paper):

.....

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Criminal Records Bureau checks and medical proving satisfactory.

Signature Date

Eligibility of Work - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office.

In accordance with the Data Protection obligations (as amended from time to time) I consent to Southwell and Nottingham Diocese processing and continuing to process all personal data contained on this application form of which I am the subject.

Forename

Surname

Date

Signature

PART G - What professional / work / personal experience do you have that would equip you for this post? Please make close reference to the Job Description when answering this question.

(Please remember that the short listing panel will not have your answers to Parts A to D available to them).

Name and address of current employer or of diocese where clerical appointment held	Position held and date appointed	Salary

Please summarise the duties and responsibilities of your present or most recent employment/ appointment

PART H - Please explain in what ways you believe you match the Person Specification (as set out in the Advertisement) and Job Description for this post, using illustrations where helpful.

This space is one of the most important parts of the form. Please remember that we will not infer information, so you need to demonstrate explicitly how you meet the criteria. Candidates who do not demonstrate how they match the criteria will not be short-listed.

What theological traditions have shaped you? With which do you feel most at ease today?

Please tell us a little about your hobbies and interests.

What period of notice would you be required to give for your present employment / appointment?

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When would you be able to take up this post?

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All employees of the Southwell and Nottingham Diocesan Board of Finance are subject to Child Protection checks with the Criminal Records Bureau and, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.

Application Reference No:

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MONITORING SHEET (relating to Part A of Application Form)

OUR COMMITMENT TO EQUAL OPPORTUNITIES

The Southwell and Nottingham Diocese strives to be an Equal Opportunities Employer. We welcome applications from suitably qualified people from all sections of the community.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Please note that this form is for Equal Opportunities monitoring only and will not be seen by the short listing / interview panel(s). It will not be used as part of the selection process.

Post applied for:	Date:
Gender: Male Female	Age:

Ethnicity

Please indicate your cultural / ethnic origins

The Categories listed below are those used on the National Census; if you prefer to use your own definition, please tick 'other' and use the space provided.

Please tick the appropriate box

White (WH)	<input type="checkbox"/>	Irish (IR)	<input type="checkbox"/>	Black African (BA)	<input type="checkbox"/>
Black Caribbean (BC)	<input type="checkbox"/>	Black Other (BLO)	<input type="checkbox"/>	Black British (BB)	<input type="checkbox"/>
Indian (IN)	<input type="checkbox"/>	Pakistani (PA)	<input type="checkbox"/>	Bangladesh (BG)	<input type="checkbox"/>
Asian British (AB)	<input type="checkbox"/>	Chinese (CH)	<input type="checkbox"/>	Mixed Race (MR)	<input type="checkbox"/>

Other (please specify)