

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Officer for Lay Ministry and Training
Department:	Apostolic Life
Reports to:	Director for Apostolic Life
Key working relationships:	Diocesan Director of Vocations Diocesan Director & Deputy Director of Ordinands CMD Officer Parish clergy and parish officers Warden for Readers Chaplain for retired Lay Ministers Readers Authorised Lay Ministers Lay Apostolic Workers St Augustine’s College of Theology (Reader training)
Line Manager to:	Lay Ministry and Training Administrator
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

1.0 Main purpose of job

- To oversee the implementation of the strategy for lay vocation and ministry in the diocese
- To oversee and manage the delivery of appropriate training and continuous ministerial development (CMD) for licensed and authorised lay ministers
- To affirm, encourage and enable the living out of apostolic life for lay Christians through the Living Faith programme and development of a Bishop’s Certificate
- To oversee the design, development and ongoing running of the diocesan virtual learning environment (VLE) to enable an on-line training provision across the diocese

2.0 Principal duties

2.1. To oversee the implementation of the strategy for lay vocation and ministry in the diocese by:

- offering support and guidance to individuals interested in exploring and/or developing their lay vocation or ministry.
- identifying and developing new opportunities for relevant training, CMD or building on existing training programmes (e.g. school chaplaincy to the ALM programme).
- monitoring and analysing the outcomes delivery of training and CMD and using data to inform the development of training programmes.
- liaising and networking with Parishes, Deanery Synods, other Dioceses and the National Church Institutes (NCIs) and being the link officer in this area of work.

2.2. To oversee and manage the delivery of appropriate lay training provision and continuous ministerial development (CMD) and underpin discipleship across the diocese from:

- working collaboratively with the Diocesan Director of Vocations, Vocations Officer, Diocesan Director of Ordinands and others on the discernment, selection and training for particular licenced and lay ministries.
- initial selection for Readers, ALMs and Lay Apostolic Workers (Licenced Lay Ministry) to the delivery of training and CMD for Readers, ALMS and Lay Apostolic Workers
- leading the provision of ongoing networking and support for diocesan lay training courses, including:
 - The Bishops' Certificate course
 - The Living Faith Course
 - Authorised Lay Ministry
 - Reader Selection Programme
 - Lay Ministers of Communion
- providing oversight and working collaboratively with the Warden of Readers and Chaplain for retired Lay Ministers.

2.3. To oversee the design, development and ongoing running of the diocesan virtual learning environment (VLE) to enable an on-line training provision across the diocese.

- Liaising and working with Church House teams to agree the VLE design, development and content.
- Working with the VLE platform provider - the Virtual Learning Environment & Blended Learning Officer for Ministry Development Team at the National Church Institutions (NCI) - to make design and development improvements within the agreed Church House budget.
- Working in collaboration with the Administrator to ensure the ongoing smooth running of the VLE.

2 General responsibilities

- 2.2 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 2.3 The post holder is required to:
- support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in performance management;
 - engage in training and continuous professional development activities.
- 2.4 The post holder will be required to travel across the diocese and to meetings in London.
- 2.5 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 2.6 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 2.7 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date:

Signature of Line Manager:

Signature of Employee:

Next Review Date:

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Successful completion of a recognised theological and formation programme (e.g Licenced Lay Ministry, Authorised Lay Ministry, Church Army)	√	
	Educated to degree level or equivalent		√
	Teaching or training qualification		√
Knowledge and Experience	Knowledge and understanding of the Church of England with its roots in Scripture, Tradition and Reason.	√	
	Experience of planning, delivering and overseeing adult education and/or training programmes	√	
	Familiarity with recent thinking and developments in the field of lay ministry and the relationship between ministry and mission	√	
	Experience providing support, guidance or mentoring to individuals and groups	√	
	Experience of developing and overseeing an online training platform		√
Skills and Abilities	Ability to translate strategic goals into practice through analysis of need, planning, delivery and monitoring of outcomes	√	
	An effective trainer with the good presentation skills and the ability to deliver training to a wide range of people and	√	

	audiences both in person and using online platforms		
	Excellent verbal and written communication skills	√	
	Excellent organisational, planning and coordination skills	√	
	Ability to network, collaborate and build relationships with a diverse range of people and church and theological traditions	√	
	The ability to identify gifts and talents in individuals and to provide support and advice on how these can be nurtured and developed	√	
	Good IT skills, including working knowledge of MS 365 suite (Word, Outlook, SharePoint etc)	√	
		Essential	Desirable
Personal Qualities	Professional, friendly and approachable	√	
	High levels of enthusiasm, self-motivation and a self-managing attitude	√	
	The ability to inspire and help others to grow and develop their gifts and talents	√	
	Collaborative and supportive when working within a team	√	
	A strong commitment to safeguarding	√	
	Willing to travel for work purposes and work flexibly when necessary		√