

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Deputy Diocesan Director of Ordinands (DDO)
Days/Hours per week	2.5 days or 18.75 per week (0.5)
Department:	Apostolic Life
Reports to:	Diocesan Director of Vocations
Key working relationships:	<p>The Diocesan Bishop and Suffragan (Sponsoring) Bishops</p> <p>The Director for Apostolic Life</p> <p>The Diocesan Director of Vocations</p> <p>The Officer for Lay Vocation and Ministry</p> <p>The wider Apostolic Life team</p> <p>Assistant DDO's</p> <p>Vocations Officers</p> <p>Principals of TEI's</p>
Place of work	The person appointed will be based at 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

The Deputy DDO working alongside the DDV, oversees the discernment process at a diocesan and national level for those offering themselves for Ordained Ministry or the Religious Life, and advises the Sponsoring Bishops on the sponsorship of individual candidates for ordination. S/he assists the DDV in leading a team of volunteer Assistant DDOs drawn from across the diocese to accompany those exploring ordained ministry. Whilst ordinands are under the primary pastoral care of the college Principal, the Deputy DDO supports the DDV in acting for the Bishops in exercising a continuing pastoral oversight of ordinands-in-training.

2.0 Principal duties

2.1. To have oversight for and administering the Shared Discernment Process as practised in the Diocese of Chichester from initial candidate referral through to conclusion of the process, feedback and closing candidate files in accordance with National Ministry Team guidelines.

2.2 Supporting the Diocesan Director of Vocations, to develop a group dimension to the existing discernment process.

2.3 Oversight for and supporting the team of Assistant Diocesan Directors of Ordinands in their work of discernment.

2.4 To be the principal contact with the Sponsoring bishops in regard to the Discernment Process (the DDV takes over after a Stage 2 recommendation).

2.5 Supporting the DDV in overseeing the training and formation of all sponsored candidates and their pastoral care and maintaining links with Theological Education Institutes

2.6 To assist the DDV in collaborating with the Diocesan Bishop and Director for Apostolic Life in the placement of title curates both stipendiary and self-supporting.

2.7 To oversee and prepare candidates for National Candidates Panel.

2.8 To undertake such other work as shall be required from time to time in association with the main purposes of this post.

3.0 General responsibilities

3.1 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.

3.2 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 the performance management process.
- engage in training and continuous professional development activities.

3.3 The post holder will be required to travel across the diocese, to meetings in London and to visit TEI's.

3.4 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

- 3.5 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. The postholder will be subject to an Enhanced DBS check.
- 3.6 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: May 2025

Signature of Line Manager:

Signature of Employee:

Next Review Date:

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	An ordained Priest in the Church of England	√	
	A degree in theology	√	
Knowledge Experience and Understanding	An understanding of the relationship between Christian formation of the whole people of God and ordination training	√	
	Knowledge and understanding of the processes of discerning vocations in the Church of England	√	
	Experience of supporting individuals through a decision-making process	√	
	Experienced in ministerial life and aware of the challenges, joys and opportunities it can bring	√	
	Committed to diversity, inclusion and racial justice	√	
	Knowledge and a commitment to safeguarding practises	√	
Skills and Abilities	Ability to give high quality, clear and accurate feedback to candidates	√	
	Ability to engage perceptively with theological issues relevant to discerning ministerial vocation	√	
	Good written and verbal communication skills with the ability to provide concise evidence-based reports	√	

	An ability to model reflective practise	√	
	Listening and discernment skills	√	
	Excellent organisational skills and the ability to manage a busy workload	√	
	Excellent working knowledge of MS Office 365 suite – Outlook, Teams, SharePoint, Excel	√	
Personal Qualities	Resilient – able to inspire, encourage and motivate others	√	
	Able to work supportively and collaboratively with others and oversee a team	√	
	Committed to the training and development of self and others	√	