

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Focal Ministry Officer
Department:	Apostolic Life
Reports to:	Director for Apostolic Life
Line Manager to:	Focal Ministry, Recruitment & Training Administrator
Key working relationships:	Director for Apostolic Life Apostolic Life Team Head of Strategic Programmes Strategic Programmes Team Project Stream Board – Focal Ministry Diocesan Secretary Finance Director/ Deputy Diocesan Secretary Church leaders and focal ministry partnerships Officer for Lay Ministry & Training Colleagues with similar roles in other dioceses
Working hours	18.75 hours per week/0.5 FTE
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

- 1.1 To provide a strategic lead on Focal Ministry, responsible for the development and delivery of Focal Ministers across the diocese to meet our strategic outcomes.
- 1.2 To service the Diocesan Focal Ministry Project Board.
- 1.3 To line manage the Focal Ministry, Recruitment & Training Administrator.

2.0 Principal duties

Strategic lead on Focal Ministry:

- 2.1 Enhance and promote the delivery of the diocesan strategy with regard to Focal Ministry, with a focus on gathering and reapplying learning to make improvements.
- 2.2 Work together with the Bishops and Director for Apostolic Life to identify and raise up potential Focal Ministers.
- 2.3 Take an overview of all Focal Ministry processes from discernment, selection, formation, lifelong learning, resourcing, reviewing to re-authorisation, in conjunction with Officer for Lay Ministry and Training.
- 2.4 Diocesan main point of contact for parish enquiries relating to Focal Ministry.

Facilitate understanding:

- 2.5 Facilitate understanding and expectations of Focal Ministry within the wider context of lay ministry and the diocesan strategy, among clergy, PCCs and congregations.
- 2.6 Work with incumbents on the Focal Ministry model and how it works alongside their role.
- 2.7 Attend internal and external meetings to promote and explain Focal Ministry and the diocesan strategy.

Equipping:

- 2.8 Work with the Officer for Lay Ministry and Training to develop new modules for ALM training, and other appropriate training programmes, for Focal Ministers (for Lay candidates), liaising with Director for Apostolic Life and CMD Officer.
- 2.9 Ensure learning and equipping opportunities offered to Focal Ministers are appealing, relevant and ministry enhancing.
- 2.10 Oversight of individual learning pathways and support for Focal Ministers.
- 2.11 Facilitate periodic in-person and digital gatherings for diocesan Focal Ministers to share good practice, celebration stories and learning.
- 2.12 Collaborate and build relationships with colleagues in similar roles in other dioceses.

Governance - Focal Ministry Project Board:

- 2.13 Oversight of the administration and running the Focal Ministry Project Board.
- 2.14 Ensure project delivery, monitoring, measuring and outcomes are achieved.
- 2.15 Oversight of the development of focal ministry within participating parishes.
- 2.16 Improve the quality of delivery through continued learning from projects within and outside the diocese.
- 2.17 Approve applications from parishes for engagement.
- 2.18 Provide reports and analysis on Focal Ministry projects and outcomes for the Strategic Programmes Board.

Line Management:

- 2.19 Line manage and oversee the work of the Focal Ministry, Recruitment & Training Administrator.

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 Christianity, the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in performance management and appraisal;
 - engage in training and continuous professional development activities.
- 3.3 The post holder will be required to travel across the diocese and to meetings in London.
- 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.
- 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:

Signature of Line Manager:

Signature of Employee:

Next Review Date:

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications and Experience	Educated to degree level in theology or a related discipline	√	
	An ordained Priest or Deacon in the Church of England	√	
	Experience of effectively leading people and teams	√	
	Incumbency experience		√
Skills and Abilities	The ability to work collaboratively and supportively with those working and worshipping across a range of church traditions in the Church of England	√	
	The skill and ability to develop course materials, teach and facilitate training sessions	√	
	The ability to provide leadership and develop programmes and processes	√	
	The ability to project manage, work within budgets and analyse	√	

	data to provide evaluation and feedback		
	Good organisational skills with attention to detail	√	
	Good communication skills both written and verbal	√	
Personal qualities	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	√	
	Professional, friendly and approachable	√	