



## **DIOCESAN BOARD OF FINANCE:**

### **School of Ministry - Principal**

#### **JOB PROFILE**

<b>JOB TITLE:</b>	Principal
<b>ACCOUNTABLE TO:</b>	Lay Training Director
<b>RESPONSIBLE FOR:</b>	Resourcing Parishes Team

#### **KEY RELATIONSHIPS:**

- The Director of Lay Training (line manager and Principal of the Leeds Hub)
- The Ministry team: DDOV, IME/CMD Officers, Warden of Readers
- The Lay Training team (episcopal areas)
- Training Officers (with colleagues as appropriate) in neighbouring dioceses
- YTEP: the main point of contact with Durham
- Other training providers: LyCiG, Faithful Neighbours

#### **BACKGROUND**

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Ripon & Leeds, and Wakefield. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

## **OVERALL PURPOSE**

To work as part of the Diocesan team of Hub Principals within the School of Ministry to deliver accredited courses in theology and ministry in two learning hubs across the Diocese using the Common Awards modules. The 'School of Ministry' team works collaboratively with the new lay training team so that there is seamless provision for people wishing to access learning at different levels. A full time administrator is available to support all three Hub Principals.

The vision is that of a learning community that discerns, develops and forms the gifts that the people of God bring to the mission and ministry of the church. The Diocese aims to provide high quality training that is both relevant and appropriate as we seek to grow a mixed economy church delivering the Diocesan vision of *Confident Christians...Growing Churches...Transforming Communities*.

## **PRINCIPAL TASK**

Working collaboratively as part of a lay training team:

- Planning and ensure delivery of an innovative programme of accredited courses (including the Certificate/Diploma in Theology and Ministry) to equip Readers, ordinands and new accredited lay ministries as recommended in the General Synod's Resourcing Ministerial Education Report.
- Take responsibility for the day to day running and resourcing of two learning hubs based at Kadugli House, Bradford and Thorpe Prebend, Ripon.
- Support students pastorally and in their learning and development.
- Provide stimulating and relevant theological study days and an annual residential weekend.

## **JOB DESCRIPTION**

As part of a team to plan training and development:

- Ensure the provision of high quality theological education that will resource the lay people in becoming confident Christians, to enable growing churches, transforming communities.
- Plan and organise Common Awards programmes which meet identified LSoM needs: appointing local tutors, negotiating dates, booking venues, administrating the Hubs.
- Meet with potential students to guide them to the course(s) most appropriate for their needs, directing them to the Leeds School of Ministry Administrator to undertake the application process.
- Provide our 'Introduction to Theology' 12 week course Jan-Mar annually to enable adult learners to gain the study skills and experience required to access theologically education.

- Teach specific modules on the programme in both hubs.
- Maintain and support the team of tutors to deliver modules including giving guidance and support, in regard to, for example: organisation and administration, marking, moderation, feedback, module evaluation.
- Engage in record keeping, assessment and evaluation of courses.
- Working with the Director of Training and team colleagues, liaise with accrediting bodies (YTEP and Common Awards, Durham) as appropriate, e.g. regarding moderation.
- Ensure sufficient numbers of appropriate books are stocked and available to students.
- Provide individual tutorials as required and engage in pastoral care of students.
- Participate in re-validation and QAA inspections.
- Act as Personal Tutor to ordinands following the School of Ministry/YMC pathway.

#### **Working in collaboration with the Warden of Readers**

- Track the academic and formational progress of Readers in training.
- Organise annual residential weekends for Readers in two episcopal areas (jointly).
- Organise quiet days through the year.
- Enable the sermon assessment programme.

#### **Other training/events**

- As part of the team to provide occasional theology days, taster days, short courses.

#### **Other Key Tasks**

- The post holder will keep abreast of current and emerging thinking and developments in the theology and practise of discipleship, mission and ministry, providing strategic advice to the Director of Training.
- Meet regularly with members of YTEP and the Leeds School of Ministry Team to facilitate an equitable experience of theological education and formation for laity across all four hubs.

## **Person Specification**

### ***Qualifications***

- At least an Honours Degree in Theology or an equivalent subject (e.g. Divinity, Biblical Studies, Theology & Ministry).
- A communicant member of the Church of England.
- Preferably an ordained priest or a Licensed Reader and able to accept Sunday preaching engagements across the Diocese.

### ***Knowledge***

- An understanding of the distinctive ministry of Reader in the Church of England.
- A working knowledge of different learning styles and online learning pedagogy.
- An understanding of adult education would be an advantage.

### ***Experience***

- Previous experience of adult education and/or theological teaching and training.
- A positive attitude towards lay ministry in general and Reader ministry in particular.
- Experience of being part of a wider team and of leading a local team.

### ***Skills and Personal Attributes***

- A good communicator with the ability, for example, to write reports, give clear feedback to students and prepare lectures and presentations with appropriate creativity and enthusiasm.
- IT competent in at least Word, PowerPoint, Outlook and Moodle or an equivalent VLE including marking with Turnitin (training can be provided but it is an essential part of the role).
- Willingness to work flexible hours including evenings and weekends.
- Positive attitude to working in a changing environment
- Readiness to work collaboratively with colleagues in similar posts across the Diocese.
- Someone able to work independently without direct supervision but a team player.
- An encourager who will recruit and support a team of tutors.
- A good organiser and planner, able to plan an academic year ahead.
- An ability to relate well to clergy and Readers in parochial ministry.
- An ability to provide pastoral care to students.

- A car owner with a current driving license.