# JOB DESCRIPTION – Lead for Lay and Ordained Vocations (Diocesan Director of Vocations & Ordinands)

| Job profile | |
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| Job title | Lead for Lay and Ordained Vocations (DDVO) |
| Team | Ministry & Discipleship |
| Reports to | Accountable to the Director of Ministry and Discipleship for the strategic development and administrative oversight of the discernment process for licensed lay and ordained ministers.<br><br>Liaising with the Bishop of Portsmouth regarding the selection, training, formation and deployment of individual candidates. |
| Principle Location | Peninsular House, Portsmouth |
| Responsible for | The co-ordination of the work of the Diocesan Vocations Team, including the work of the Assistant DDOs, Young Vocations Officers and Team PA.<br>Working with the Lay Ministry Discipleship Officer regarding LLM Vocations. |
| Works closely with | Bishop of Portsmouth<br>Director of Ministry & Discipleship<br>Ministry & Discipleship Team, primarily our Lay Ministry Discipleship Officer and IME II Officer<br>Clergy and laity across the diocese |
| Travel required | Regular within the Diocese with some travel to national events and Theological Education Institutions |
| Work pattern / hours | Full time 35 hours<br>Mon- Fri with some weekend and evening work |
| DBS check required (Yes/No) | Yes |

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| Special conditions of employment | Due to this role accompanying the discernment process for those called to authorised ministry, including the ordained ministries; to be able to carry this out effectively the role carries a genuine occupational requirement for the postholder to have been ordained as Priest within the Anglican communion and have been assessed by their Bishop as meeting the requirements for moving to a post of independent responsibility. |
| Date written/updated | May 2026 |
| Start Date | February 2027 |

## Role context

The Diocese of Portsmouth has been awarded £5.3m by the Church of England's Strategic Mission and Ministry (SMMI) board to support delivery of its £8.75m rejuvenate strategy (Rejuvenate) for the period 2025-29.

Our diocesan-level vision and strategy provide a framework for the life and ministry of parishes, chaplaincies, and deaneries of the diocese. It speaks of a diocese longing to be "a rejuvenating community of Jesus-centred, Kingdom-seeking disciples".

As a diocese we have been inspired by a vision of Christ's Body, the Church. A prayerful community which seeks God's Kingdom in and for the world. A community where older people are treasured as the Church of *today* (rather than yesterday) and younger people find their place and voice as the Church of *today* (rather than of tomorrow).

Over the past 3 years we have seen the extraordinary growth of Anna Chaplaincy within our diocese. By God's grace we trust this vital ministry will go from strength to strength in the years ahead. Rejuvenate, and the investment which has now been awarded to support it, applies our collective focus and energy to the challenge of connecting with younger generations *that they might discover Jesus Christ and the Kingdom for themselves*.

So, as a diocese we would like to double the number of children and young disciples in our churches and ensure there is a thriving ministry to children and young people within reach of every household across south-east Hampshire and the Isle of Wight. We want to reverse the decline in attendance and to equip and encourage clergy and lay leaders in prayer and discipleship.

Our strategy for delivering the Rejuvenate strategy contains three main elements:



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- to **REVIVE** the well-being and spiritual leadership of our diocese by growing a host of little communities ('Cairns') which create space for God's Holy Spirit by prayerful reading of scripture, eating and studying together
- to **REVITALISE** and encourage our churches, to create pathways by which those currently unconnected to church can connect with the Christian message and make their journey towards becoming committed disciples.
- to **RENEW** the Church in areas where it currently has little presence, including the planting of new congregations and worshipping communities. Some of this work has already begun, with church planting over the past eight years creating new and growing churches in central Portsmouth, Southsea, Gosport, and Ryde. Hundreds of children, young people, students, and young families have joined thriving congregations at Harbour Church in Portsmouth, St Margaret's in Southsea, Haven Church in Gosport, and All Saints in Ryde.

The new investment has allowed us to expand this work, and to start new projects that aim to rejuvenate our diocese, including:

- **Cairns**, a network of sustaining and inspirational little communities meeting regularly to pray, break bread and to encourage one another in ministry.
- **Pathways to discipleship**, in which parishes will be given funding to create ways of engaging their communities and equipping new disciples for mission.
- **Choir Church**, a way that churches can use a love of singing to create new worshipping communities.
- **Flourish**, the creation of midweek, voluntary, worshipping communities for children and families, based in their schools.
- **Mission projects** in Paulsgrove and Leigh Park, to create new worshipping communities with young people and families as the heartbeat of each congregation.
- **Church plants,** both in urban Portsmouth and suburban Fareham, moving towards a worshipping community in the new major development of Welborne; and
- **Training in youthwork from Youthscape**, establishing expertise and new leaders to work with children, families, and young people.

## Role purpose and objectives

Our Lead for Lay and Ordained Vocations (DDVO) will be enthused and clear that this is a key strategic role within our diocese – working closely with our bishop, Archdeacons, ministry and discipleship team, parish leaders, ADDOs, theological

institutions, and the National Ministry team– to lead, resource and help shape the future of ordained and lay ministry vocations across the diocese.

This post holder will enable us to play our part in helping the Church of England see an exponential rise in ordained and lay vocations to lead God's people as communities of Jesus-centred, Kingdom-seeking disciples. You will help draw out vocations from those disciples to make more disciples to see our diocese and nation transformed.

You will lead and develop the team of ADDOs that will be at the forefront of identifying and nurturing those called to ordained and other licensed ministry.

You will help to develop prayerful leaders who are Jesus-centred in their whole life discipleship, can make disciples and cultivate cultures of missionary discipleship, are committed to the church becoming younger and more diverse and who promote and nurture a mixed ecology of church life within the parish.

You will bring great emotional intelligence and self-awareness to the role as you lead a prayerful and visionary discernment process, ensuring that each candidate is both deeply supported and rigorously assessed.

You will work across a rich and varied landscape of church traditions, including church plants and pioneer contexts, with a passion for widening participation and cultivating vocations that reflect the full diversity of our region, inspiring all disciples from all traditions, including the renewal of middle Anglicanism, to consider their vocation as you develop an energetic and visible presence across the diocese.

You will develop a range of accelerated and targeted pathways for those with leadership potential and strengthen routes into ministry for underrepresented communities.

## Main duties and responsibilities

1. **Lead on Vocational Discernment & Formation**

- Co-ordinate the work of the Diocesan Vocations Team in promoting vocations to authorised ministry keeping up to date with the latest developments in training and ministry to resource the vocations team.



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- Lead a spiritually grounded, pastorally sensitive, theologically robust, mission focussed and hopeful discernment process from first enquiry through to selection and initial formation
- Work with the Lay Ministry Discipleship Officer (Warden of Readers) on the promotion of LLM Reader ministry in the diocese, overseeing the initial discernment and selection process, supporting and advising those responsible for the selection and training of those presenting for Licensed Lay Ministry
- To innovatively engage the parishes and churches of the diocese in the active fostering and nurture of vocations for licensed ministry in the diocese, being a visible presence at diocesan and parochial level.
- Support candidates into appropriate formation pathways, ensuring formation is rooted in Scripture, open-hearted in spirit, hopeful for the future of the Church, prioritising discipleship and evangelism.
- Facilitate a culture within the diocese where all our ministers are equipped to recognise, celebrate and nurture a wide variety of vocations to ministry.
- Ensure that the vocations pathway offers resources and adapts to our emerging strategy for the future of the Church of England in Portsmouth, ensuring we have confident missional leaders for every context.
- Oversee the ongoing development and provision of Discernment Group programmes, leading sessions and seeing individual candidates for their one-to-one conversations throughout the Shared Discernment Process (SDP).
- Ensure effective transition and pastoral continuity for candidates as they move from discernment and IME1 into curacy (IME2), maintaining strong links between diocesan support, training pathways, and parish contexts.

**2. Innovative Pathways & Widening Participation**

- Actively engage with underrepresented groups to ensure leadership reflects the diversity of our region with an emphasis on achieving a substantially increased number of younger ordinands under 35, UKGMH, and those from working class/estates backgrounds.
- Actively gather and pay close attention to local and national data to ensure we intentionally raise up leadership that reflects the diversity of our region.

- Work with the Young Vocations and Children, Youth and Families Officers on the development of a vocations programme for young people.
- Work alongside colleagues, TEIs and the National Ministry Team to promote and explore specific routes of formation which are accessible and equipping for
    - those called to pioneering, church planting, or fresh expressions of ministry,
    - later-life vocations
    - those who are already serving the church in a different ministry.

**3. Collaboration & Partnership**

- Work closely with the Bishop of Portsmouth, ADDOs, Young Vocations Officers and the wider Ministry & Discipleship Team to ensure a consistently excellent candidate discernment experience with life-giving outcomes.
- Work closely with the Lay Ministry Discipleship Office in the lay Ministry discernment and selection process
- Co-ordinate and collaborate with the ADDOs to ensure the efficient preparation of candidates' sponsoring documents for the SDP, the booking of sponsorship appointments with the Bishop of Portsmouth, and the arrangements for attending Stage 1 and Stage 2 events in the SDP.
- Ensure compliance with national discernment and formation processes, maintaining accurate candidate records and reporting to the National Ministry Team
- Maintain a close working relationship with the national TEIs (including regular visits) and Church of England Ministry Division that facilitate an easy transition from discernment/selection to appropriate theological training, and from training to ministry.
- Work with the National Ministry Team, Southeastern Region and National DDO networks and represent the diocese at regional and national events.
- Work with the Bishop of Portsmouth, Archdeacons, Diocesan Secretary, IME II Officer, property and finance teams regarding the placement of curates into title posts at our biannual ordinands and curate's placements meeting

- Be a key part of our People Planning workstream, identifying how we identify, equip and deploy leadership for our range of worshipping communities.

**4. Pastoral & Spiritual Accompaniment**

- Share with the Bishop of Portsmouth in the pastoral care and spiritual understanding for all candidates and those in ordination training, including regularly visiting those in residential training, modelling a life of prayer and trust in the Holy Spirit.
- Foster a culture of ongoing formation, theological reflection, and Christlike leadership.
- Ensure discernment and formation processes are conducted in ways that promote safeguarding and candidate wellbeing.
- Oversee the provision of a pre-ordination retreat in consultation with the Bishop's Office. Liaise with the cathedral with regards to the ordination rehearsal and services.

Essential and desirable skills, knowledge and experience required for the job

## *Qualifications, training and knowledge*

***Essential***

- Theological understanding of issues related to ministerial discernment, education, training, and formation.
- Experience in vocational discernment, mentoring, or leadership formation
- Proven track record of raising up vocations in a parish or mixed ecology setting across the ministry of the whole people of God, laity and clergy
- A deep understanding of parish ministry, chaplaincies, church planting, pioneer ministry and New Worshipping Communities (NWCs)
- Commitment to our Diocesan vision and the central importance of Jesus Christ to all callings and vocation
- Knowledge of current trends and challenges in ministry and mission within the Church of England and the expectations upon ministers.
- A strong theological understanding of the faith, the church and vocation

***Desirable***

- Mentoring/Coaching qualification
- A track record and knowledge of leading a church into growth making new disciples of children, youth, families and young adults

- Proven experience in leadership development, preferably in both parish and wider diocesan or institutional contexts.
- Experience of developing innovative pathways for discipleship, training or formation

## *Skills and experience*

***Essential***

- Experience in parish ministry
- Experience in delivering training and workshop facilitation
- Experience in investing in and training other leaders, both clergy and fostering and encouraging the vocations of the laity
- Cultural intelligence and a proven ability to work across diverse communities
- Excellent interpersonal, communication, and organisational skills.
- A proven builder of teams with a track record of working collaboratively across teams and contexts
- Strong ability to communicate ideas effectively with a range of people across the traditions, personalities, theological perspectives, partner agencies and the wider community, within the Church of England, consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests.
- A strategic thinker coupled with faith filled vision

***Desirable***

- Skills and experience in conflict transformation and mediation

## *Personal Competencies & Character*

***Essential***

- A dedicated disciple committed to their own personal renewal in Jesus Christ with a strong commitment to be formed through timeless Christian spiritual practices individually and corporately rooted in Scripture, prayer and sacrament
- Committed to the revitalisation and renewal of God's church
- Ability to show the life and love of Jesus Christ confidently with actions and words
- Someone with a high level of emotional intelligence and self-awareness
- Someone of deep joy and enthusiasm
- Secure enough to work with senior staff and humble enough to listen to less heard local voices and leadership
- Ability to work cheerfully, prayerfully and flexibly in a team working closely with both senior and junior colleagues
- A person of hope-filled vision who is aspirational, positive and adaptable

- Someone who can push beyond the status quo and make difficult decisions
- Someone who displays godly wisdom with the confidence and wisdom to challenge and encourage candidates appropriately
- Someone who can listen well and discern
- Relational, with an ability to win the trust and goodwill, of a wide range of people and stakeholders showing emotional intelligence and professional excellence
- The ability to deliver 'unexpected news' well and ensure appropriate pastoral follow-up when ordination candidates are not recommended

## Work expectations

- Working hours are 35 hours a week usually anytime between 8am-6pm, Monday – Friday. You will also have dedicated part-time PA support of 10 hours per week.
- There will often be evening and weekend working. TOIL can be taken for this.
- The Diocesan office will be the working base alongside colleagues in the Ministry & Discipleship Team with the expectation of travelling out to parishes to meet with people as required. Due to the sensitivity of the work, there will also be opportunity for hybrid home working.
- The post-holder is a member of the Ministry and Discipleship team, working within the overall context of the team's corporate responsibility to implement the diocesan vision and strategy providing support for mission, ministry and evangelism within the diocese. The team meets weekly to pray, learn and share together and we meet as a cairn to eat breakfast and study together in the office once a month.
- Regular travel will be required across the Diocese, including areas which are not well-served by public transport. Therefore, a full driving license and access to a vehicle is required.
- To undertake in-service training, related to delivery of job description and in the context of Ministerial Development.
- It is expected that the role-holder will be or will become an active member of an Anglican church within the Diocese of Portsmouth.

## Remuneration

The role is remunerated as clergy stipend plus housing or clergy stipend plus housing allowance (total sum available on request).
25 days holiday plus bank holidays
Pension scheme

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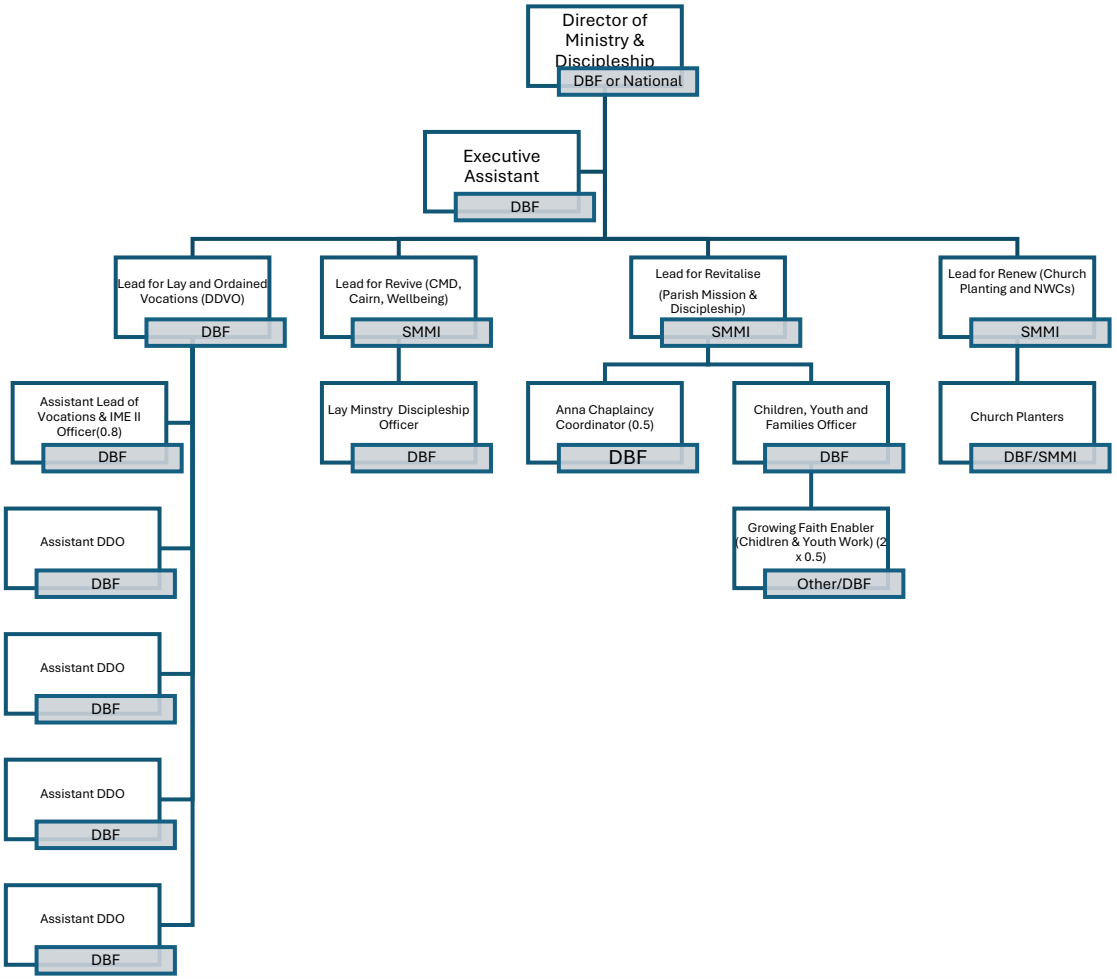
Diocese of Portsmouth

THE CHURCH OF ENGLAND

# Ministry & Discipleship Team Organisation Chart

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