



Lifelong Learning & CMD Adviser

Mission and Ministry team

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of 572 churches and 125 schools across 442 parishes. We are led and guided in our faith and work by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

As a diocesan family, we are renewing our commitment to our vision and goals. We are putting fresh energy into Living Christ's Story, and delivering strategic programmes focused on our aims: *becoming* more like Christ; *reaching* those we currently don't; *growing* churches of missionary disciples; and *transforming* our finances and structures.

The Context

As part of implementing our vision – Living Christ's Story – the diocesan Mission and Ministry team works to enable Churches to engage in God's mission to the whole of life and to ensure that the diocese has the right kinds of lay and ordained ministries to enable churches to serve God's mission. At a key point of re-shaping within the diocese, the Mission and Ministry team is seeking to resource deaneries, parishes, chaplaincies and new worshipping communities in these ways:

- Deepening discipleship in everyday life and become more like Christ,
- Growing healthy, safe and inclusive churches which in turn grow missionary disciples within a church where a mixed ecology becomes the norm,
- Reaching those we currently don't reach, building upon Multiply (work reaching 20-40s) and Mustard Seed (work in our most deprived communities),
- Widening our vision for renewed lay and ordained ministries which will enable churches to serve that mission,
- Developing lifelong formation programmes to sustain those ministries,
- Engaging with work which enables us as a church to grow younger as we work with children, young people and families,
- Engaging with work which enables us as a church to grow more diverse.



The Opportunity

One of the elements of the *Living Christ's Story* Strategy is to develop the culture of lifelong learning as the expectation for all lay and ordained ministers because it lies at the heart of being a disciple. As a diocese, we have been able in the last two years to build up initial formation work for lay and ordained ministers including foundation level ministerial and theological education. We now have the opportunity to build on this with a refreshed lifelong learning offer for those in later stages of ministry. This role will focus on:

- A) Developing our core programme of continuing ministerial development which will empower and equip lay and ordained ministers to imagine a different church for a different context. The Adviser will have the opportunity to shape this programme which is expected to be aligned around some emerging themes of
- Growing trust in a time of change – being a non-anxious presence
 - Enabling the ministry of others especially helping clergy to be enablers of lay ministers by treasure-seeking gifts, in managing volunteers and in good supervision practice
 - Imagining the church of the future in terms of growing a church of missionary disciples which is younger and more diverse and where mixed ecology is the norm

The CMD offer will be available to all licensed lay and ordained ministers and include elements delivered specifically to already established learning communities. There will be close alignment with the formation framework and with other diocesan wide formational opportunities – for example the Transformative Education for Justice Programme (overseen by a Racial Justice Enabler) and Pastoral Care training. We also hope to develop ongoing pathways of learning for those with wider leadership and oversight responsibilities.

- B) Supporting the ongoing, lifelong learning of Ordained and Lay Ministers through contributing to the Ministerial Development Review process, being a member of the CMD grants and managing the Extended Study Leave and CMD Grants application process
- C) Acting as the Academic Tutor for the York School of Ministry (YSOM), providing theological education and ministry development. This will include contributing to the ongoing development and delivery of a specific range of HE accredited courses, primarily at HE Level 6, for those in continuing ministerial formation.
- D) Contributing to the delivery of initial and ongoing lay ministerial formation, including the planning and delivery of short courses for Authorised and informal lay ministers.
- E) Contributing to a culture change process across the diocese so that lifelong learning becomes the expectation for all lay and ordained ministers. All aspects of the role will involve collaborative working with the Head of Lifelong Learning, the Lifelong Learning Team, Deanery Leadership teams and the whole Mission and Ministry Team

Job Description

A. Developing our core programme to equip and enable lay and ordained ministers to engage in imagining a different church for a different context

The post holder will take the lead in developing our core programme forming the basis of our leadership development for lay and ordained ministers, focusing on equipping them to imagine a different church for a different context. The programme will attend to the deepening of formational qualities which ministers need in order to be agile and adaptable, to be trusting, collaborative and non-anxious, to be outward facing and enabling of others. These qualities align with our diocesan vision to be a people who are becoming more like Christ, growing churches of missionary disciples who are younger and more diverse and reaching those we currently don't. This work will involve:

- Researching and testing out what the essential components of this learning are to be, ensuring that that the offer is linked to the Formation Framework, the priorities of Living Christ's Story and is cognisant of the Transformative Education for Justice Programme.
- Developing CMD opportunities which are based upon styles of learning rooted in reflective practice where communal and accountable learning is encouraged.
- Paying attention to the diverse contexts of the diocese and to ways of learning, which gain trust and balance components centered around being, doing, knowing and growing.
- Creating materials which can be delivered online either as preparation for a session or as a piece of learning in itself.
- Signposting resources that are available locally, regionally and nationally, avoiding a duplication of resources and events.
- Developing the core programme for those who have wider leadership and oversight responsibilities.

B. Lifelong Learning - ongoing support

- To contribute to arrangements for the administration of the CMD grants, the Extended Study Leave process and the Ministerial Development Review process.

C. Academic tutor: York School of Ministry

- To be the primary academic and pastoral support for students studying with YSOM
- To teach, assess and supervise students on Durham Common Awards pathways and students studying for internal credit or auditing modules:

As a module leader for an agreed number of modules:

To teach a minimum of 50% of the module delivery

Oversight and design of modules, including content, timetabling and assessment

Creation of Handbooks, Moodle and Module Resources
Liaison with volunteer/guest lecturers, as well as other tutors
Carry out module evaluation in accordance with the Yorkshire Theological Education Partnership (YTEP) systems

- By negotiation, to contribute to teaching/assessment on other modules as required.
- To be responsible for the induction and study skills programmes
- Oversight and organisation of the marking and moderation processes (up to 6 times a year)
- With reference to current pedagogies of learning ensure appropriate tools of learning and teaching to facilitate creative and imaginative modes of delivery, ensuring particular attention to inclusion, diversity and equality across all modes of delivery.
- To develop academic support for SPLD students, with guidelines for tutors & students.
- To support the team of associate tutors, providing assistance in the delivery and assessment of modules, ongoing training and supervision.
- With the Academic Registrar, preparation for and follow up of two Exam Boards per year, plus occasional interim issues.
- Setting & monitoring all student module feedback questionnaires, annual online student surveys and termly questionnaires for student representatives.
Producing module evaluation reports at the end of each term and summarising CA student survey results and reporting to the YSOM Oversight Group

General Management

- To be responsible for YSOM timetabling and dates
- Promotion and marketing of YSOM programmes, including website, Social Media and literature, seeking approval from the Common Awards Team for all YSOM marketing
- To work with the Head of Lifelong Learning and YSOM administrator to ensure all programme requirements (e.g. recruitment, induction, student pathways, suspensions, withdrawal and termination) are met and formal programmes meet national standards and conform to National Ministry Team and Durham University approved programme documentation.
- To work with the Head of Lifelong Learning in shaping the approach to theological education in the coming years, ensuring this responds to the Living Christ's Story objectives and wider national and local ministerial education developments.

External facing responsibilities and tasks

- In the absence of Head of Lifelong Learning, representing YSOM with external partners: YTEP, Ministry Development Team and Durham Common Awards Team.
- To be a Member of YTEP Good Practice Group
- Attendance of exam boards as module tutor/leader
- Maintaining a good working relationship with the YTEP Academic Administrator and colleagues from St Hild's, Leeds, Lincoln & Sheffield Dioceses and Church Army
- Attendance at the annual Common Awards 3-day Staff Conference

D. Lifelong Learning – Ministerial Formation pathways

- In consultation with Head of Lifelong Learning and Start of Lay and Ordained Ministry Advisers to contribute to the delivery of initial formation pathways for lay and ordained ministers as requested.

E. Enabling a culture of Lifelong Learning

- Advocating, in all conversations and learning contexts, for continuing learning rather than simply that which is delivered at the start of a ministry.
- Ensure that at the heart of this lifelong learning lies a commitment for individuals to become reflective practitioners who see themselves as part of learning communities.
- Seeing churches as learning communities and working with the Head of Lifelong Learning and the Lifelong Learning Team to offer resources which are part of being a healthy church.

General

- To attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post holder.
- To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- To model a collaborative and professional approach to the role.
- To encourage good relationships with immediate colleagues, other staff and external contacts.
- To undertake such other duties as reasonably requested.

Key Working Relationships

- The post holder will be part of the Lifelong Learning Team and the wider Mission and Ministry Team and report to the Head of Lifelong Learning
- The Lifelong Learning Team Senior and Assistant Administrators
- The Academic Registrar and Administrator for the Yorkshire Theological Education Partnership

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The job description may be amended over time, in consultation with the post holder, to meet the needs of the diocese. The role will require travel across the diocese. It is important that the post holder is able to be flexible with their time as their working hours will include evenings and weekends.

Person Specification

1. An ordained minister of proven ministerial experience in the Church of England; grounded in worship, prayer, reading the scriptures and serving others
2. A passion for the ministry of the whole people of God and a commitment to the priorities of the Diocesan Vision: Living Christ's Story
3. An adult educator with experience of working across a range of learners including a capacity to be able to teach at Higher Education levels 5 to 6 which would require holding a Master's Degree in Theology.
4. Have, or be willing to work towards gaining, a HE teaching qualification and, as a minimum associate fellowship of the HEA
5. A knowledge of and ability to work confidently with Moodle as a learning platform
6. Experience of supporting a team of volunteers
7. Have experience of working with the ministerial formation of others and knowledge of ministerial formation programmes.
8. A commitment to and understanding of lifelong learning, including paying attention to their own formational development; able to show how own discipleship inhabits the seven qualities expected of those called into lay or ordained ministry
9. The capacity to read the contours and cultures of a diverse diocese and to be alert to the missional needs of the diocese and the vocational responses which that leads to
10. Very good interpersonal skills and pastoral sensitivity
11. A track record of forming collaborative working relationships with a diverse range of people; able to demonstrate engagement with people who are different from themselves and hold this with integrity
12. Self-motivated; comfortable with accountability, able to guide others, work well within teams and work independently as required
13. Excellent communication skills, including the ability to speak and write for a range of audiences
14. A good knowledge of safeguarding practice and the ability to work with a high degree of sensitivity, confidentiality and professionalism

Summary of Terms and Conditions

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| Employer | The York Diocesan Board of Finance (YDBF) |
| Line Manager | Head of Lifelong Learning |
| DBS Disclosure | A DBS check is required for this post |
| Probationary Period | Appointments are subject to a 6-month probationary period |
| Location | The post is based at the diocesan offices at Clifton Moor, York (flexible /hybrid working options are available) |
| Hours | The post is full-time. Our normal office hours are Monday to Friday, 9 am to 5 pm. The post holder will be required to providing learning and attend meetings outside normal working hours. Agreement will be sought with the post holder as to which hours during the week will normally be worked. |
| Salary | An appointment will be made at Grade 4. Starting salary will be between £39k and £41k per annum. |
| Pension | The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount |
| Holidays | In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any calendar year. |
| Mileage | A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the post holder's home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). |

Non-contractual Benefits

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| Flexible Working | We offer staff a range of options for working flexibly, including regular homeworking. |
| Employee Benefits | We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme. |
| Pastoral Care | We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and/or mediation if required. |