

Head of Vocations

JUBILEE HOUSE

Diocese of Southwell & Nottingham



CONTENTS

Vision & Purpose	3
Job Profile	4
Principal Tasks	5
Additional Tasks	6
Person Specification	7
Terms of Employment	8



VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

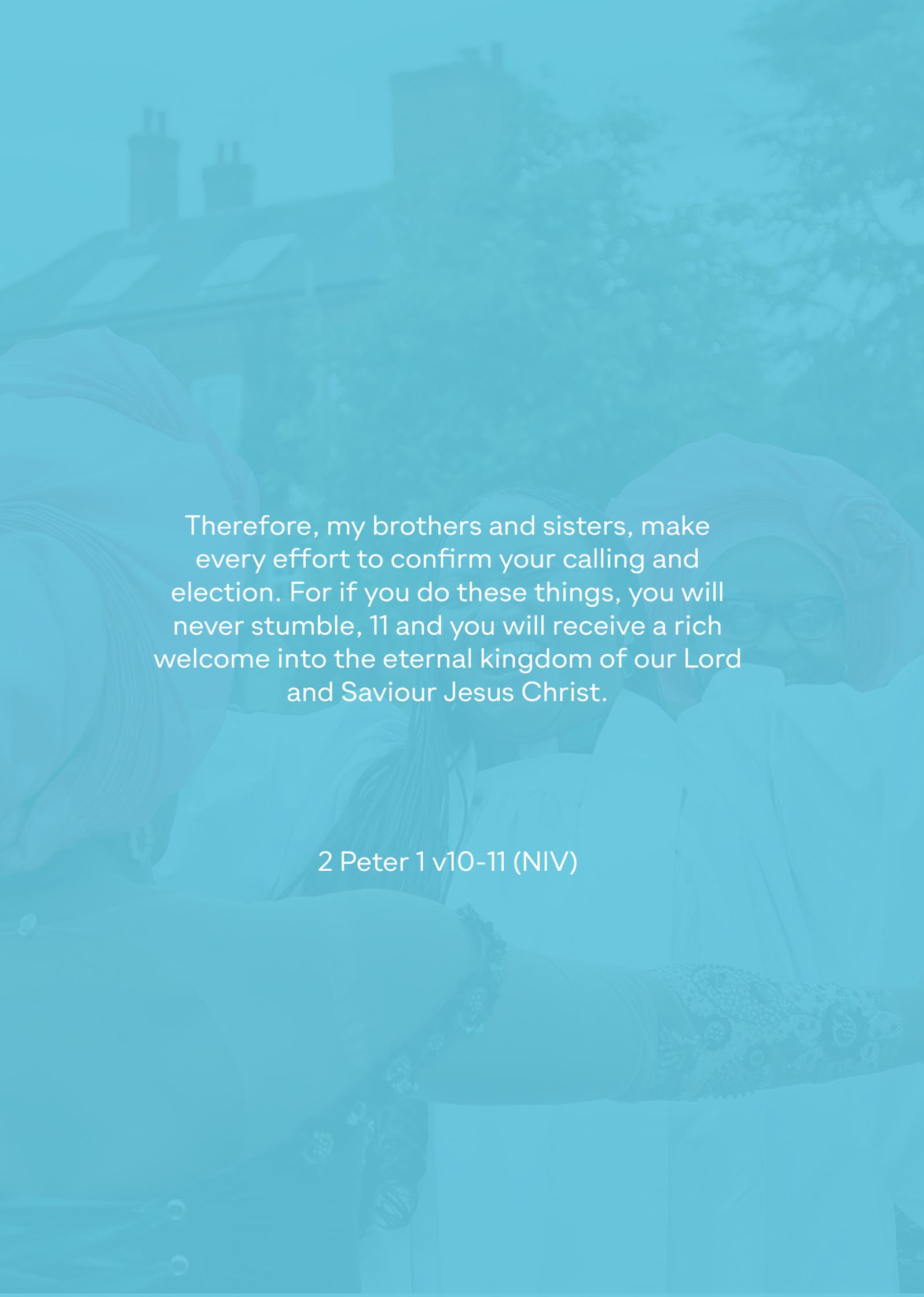
JOB PURPOSE

As part of the Discipleship & Ministry Team, this enhanced, senior role will have a strategic brief to lead in the area of ‘Growing Leaders,’ developing our pipeline of leaders (in both lay and ordained roles) who are well-equipped for the mission and ministry envisaged in our ambitious and exciting vision. Creativity and innovation will be paired with clarity and high levels of expectation as the successful applicant works across existing diocesan programmes as well as establishing new pathways and approaches. You can [watch a short video here from last year’s ordinations.](#)

JOB PROFILE

Title	Head of Vocations
Reports to	Director of Discipleship & Ministry (Discipleship & Ministry Team)
Management Responsibility for	Lead for Younger Leadership College (YLC) Additional discernment resource (e.g., ADDO team etc)
Location	Jubilee House, Southwell
Basis of employment	Full Time 35 Hours
DBS check required? (Yes/No)	Yes
Date written/updated	May 2025





Therefore, my brothers and sisters, make every effort to confirm your calling and election. For if you do these things, you will never stumble, 11 and you will receive a rich welcome into the eternal kingdom of our Lord and Saviour Jesus Christ.

2 Peter 1 v10-11 (NIV)

PRINCIPAL TASKS

- Contribute to and support diocesan vision to continue engaging hearts and minds, substantially increasing vocations over the next 5 years.
- Work closely with Sponsoring Bishops and Archdeacons, as well as wider Jubilee House teams as required, and enabling clergy (and other church leaders) to identify and champion rising vocations.
- Provide senior representation and management for our Younger Leadership College, an exciting initiative offering internships and leadership training across the diocese.
- Establish and manage our new ReadyToServe exploring vocations programme, offering inspiring and transformative engagement with those seriously considering a vocation to ordained ministry.
- Oversight of the discernment process for ordained ministry, supporting and preparing explorers and candidates at all stages of selection within local and national processes.
- Lead & develop a wider vocations team capacity, including ADDOs, vocational accompaniers and further resource as required.
- Discern the essential gifts of missional leadership and evangelism, particularly as we grow and sustain resourcing churches and new worshipping communities.
- Widen participation and diversity in those exploring and pursuing vocations and ministry.
- With appropriate administrative support, deliver the processes and communications through all stages of the discernment and assessment journey.
- Responsibility for the culture and implementation of our innovative IME2 programme, negotiating contextual placements and delivering training to our curates which prepares them well for mission and ministry in the context of our highly ambitious diocesan vision.
- Communicate the gospel clearly and authentically, modelling good safeguarding behaviour as an integral aspect of effective mission and ministry.
- Be visible within parishes, offering preaching and teaching where possible, and liaising with the diocesan Communications team to promote and raise awareness of vocations, including in sharing good news stories.
- Contribute to (and realise the benefits of) national and regional networks.

ADDITIONAL TASKS

- Play a full role in the life of the Discipleship & Ministry team, including participation in shared development activities and a willingness to engage and offer leadership (as required) in the team's corporate life of prayer and worship.
- Coordinate with other diocesan teams as and where appropriate, and champion the diocesan Vision and Strategy in all contexts.
- Offer line management and personal development support to Discipleship & Ministry team members, as the emerging structures require.
- Strategically provide Sunday support to Churches as agreed



PERSON SPECIFICATION

GENERAL

- Ordained Anglican priest, with an understanding of and passion for shared ministry
- Gifted and experienced in a way that engenders very substantial respect among clergy and lay colleagues across the Diocese, able to work across the different traditions of the CofE
- Personal and spiritual maturity
- Full driving licence

QUALIFICATIONS/TRAINING

- Minimum undergraduate degree in theology (or similar); or equivalent level of ministerial theological education and experience, with particular interest in vocations and formational development

EXPERIENCE

- Track record of leadership in parish settings, including both established congregations and New Worshipping Communities
- Demonstrable experience of engaging well across the breadth of the Church of England
- Significant experience of (and passion for) raising vocations, including younger leaders and ordained ministers, in different contexts
- Success in building and leading teams, with a track record of working collaboratively and effective coaching / mentoring / supervising of others
- Budget planning and control

KNOWLEDGE, SKILLS & ABILITIES

- Highly strategic leader, with proven gifts of implementation
- Understanding of the issues involved in encouraging vocational development through the deep work of discipleship and formation for ministry
- Skilled at offering clear, accurate and high-quality feedback to candidates throughout the discernment processes
- Able to glean and share best practice across different churches and contexts
- Experienced at identifying and mentoring key and emerging leaders (including in pioneering contexts)
- Ability to design and deliver high quality vocational, ministerial and/or theological training events and courses
- Motivator of others and highly approachable with good interpersonal skills

PERSONAL QUALITIES

- High self-awareness and emotional intelligence
- Self-reflective
- Ability to work independently in handling a diverse workload and in keeping to deadlines
- Imagination and a flare for innovation
- Committed to his/her own professional development

TERMS OF EMPLOYMENT

TERMS OF EMPLOYMENT	
Work pattern	Standard working hours are 35 hours per week. Flexible working essential according to the needs of the role and responsibilities
Salary	£48,920 – 51,949
Holiday	25 days per annum plus 8 bank holidays and 5 discretionary days
Probation	6 months
Special Conditions	There is a genuine occupational requirement for the post holder to be an ordained Anglican priest. Full driving licence required.

For an informal conversation, please contact Revd James Halstead, Director of Discipleship & Ministry, via james.halstead@southwell.anglican.org

The Diocesan Board of Finance intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

May 2025



The Southwell and Nottingham Diocesan Board of Finance. A charitable company limited by guarantee: Company No 34165 England, Charity No 249359