Chelmsford Diocesan Board of Finance
Job Description

The Church of England in Essex and East London
Diocese of Chelmsford

Job Title:	Part time Assistant Director of Ordinands (ADDO). Held in conjunction with part time Team Vicar of Wickford and Runwell (held under Ecclesiastical Offices Terms of Service Regulations 2009) This half time appointment, to be held in conjunction with a half time parish ministry appointment. The two posts will be linked in terms of employment purposes.
Reports to:	Head of Vocations & Discipleship
Salary:	The total package for both the ADDO role and Team Vicar role will be equivalent to £34,950 per annum
Hours:	The post holder will be expected to hold the equivalent of a full-time clergy post, working up to 48 hours per week. It is expected that the role holder will split their time equally between the two roles taking into account the necessary demands for each role and collaborating with the Head of Vocations & Discipleship and the parish around deployment of use of time.
Parish Role:	Team Vicar of Wickford and Runwell and further information can be found in the Parish Profile Document linked here

Safeguarding

The Diocese of Chelmsford is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. All appointments are subject to acceptable pre-employment checks, including a satisfactory Enhanced DBS with Barred Lists check. Further information about pre-employment checks can be found towards the end of this job description in the Employment checks section.

Purpose Statement

To assist the bishops, through the Head of Vocations and Discipleship, by working with men and women who are seeking to discern a call to ordained ministry, and, where appropriate, preparing them for National Discernment Panels.

Reporting Structure

For day-to-day work the ADDO works directly with, and is line managed by the Head of Vocations and Discipleship and, in respect of candidates works closes with the three Area Bishops who are the sponsoring bishops for the diocese. The ADDO has access to administrative support from the Vocations & Discipleship Administrator based in the Diocesan office. The ADDO will work alongside their colleague ADDO who line manages the Vocations Outreach Officer. The ADDO is a member of the newly formed Vocations and Discipleship team which is part of the Mission and Ministry Department led by the Dean of Mission, Ministry and Education.

The ADDO will attend regular supervision meetings with the Head of Vocations and Discipleship, who is based in the Diocesan Office (Chelmsford), and who will support the ADDO in the development of candidates and their candidate caseload. The ADDO will undergo an annual review with the Head of Vocations and Discipleship. The post holder will also participate in the diocesan Ministerial Development Review scheme.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

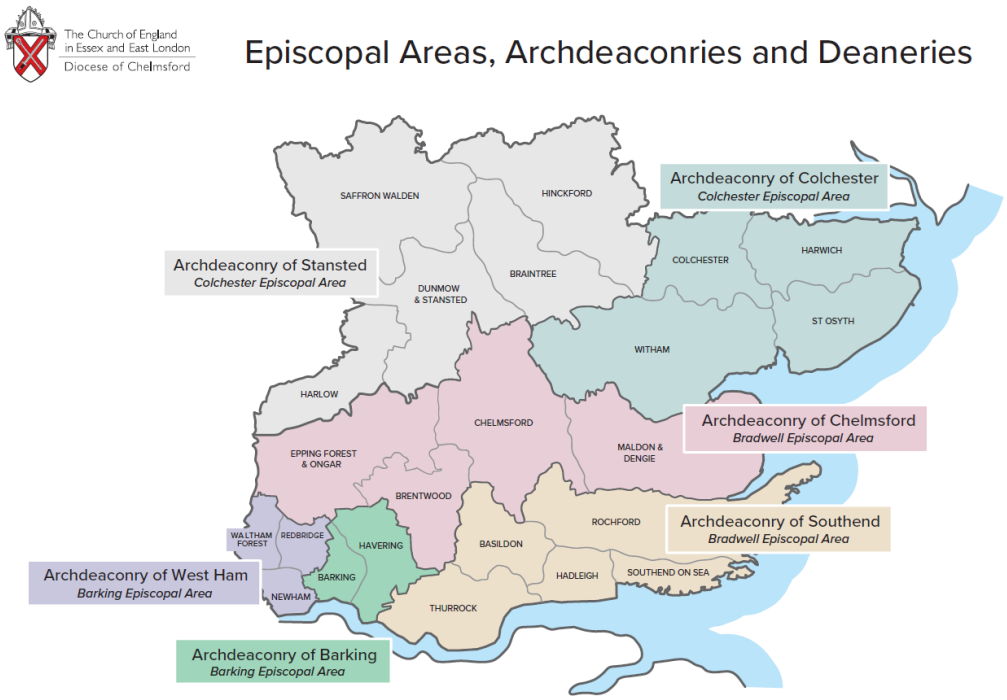
In Travelling Well Together we have set out strategic priorities for the diocese. This includes our vision and desire for a flourishing of vocations to lay and ordained ministry representing the full diversity of the population we serve and enable people to flourish in their discipleship. Vocations and Discipleship Team is part of the wider Mission and Ministry Department and comprises of the Head of Vocations and Discipleship, the Lay Ministry Adviser, the two ADDO's, the Vocations Outreach Officer, and the Vocations and Discipleship Administrator.

This role is a part-time appointment, with a key responsibility for the work of discernment and normally carrying this out with individual candidates within the Shared Discernment Process and the existing Diocesan framework.

The post will be in conjunction with a parish ministry appointment, and the terms and conditions document reflects these arrangements. As a part-time appointment held in conjunction with a parish post, it is anticipated that the Head of Vocations and Discipleship will work together with the ADDO to ensure the role is sustainable for the ADDO to flourish in both posts.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry

which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



Principal Accountabilities

1) To work with a selected number of candidates from across the diocese, passed on by an Area Ordination Adviser(s), after they have been formally referred to the Vocations and Discipleship Team by the parish priest, including: -

   a) Interview candidates for all categories of ordained ministry over a sustained period (could be from 6-18 months), setting and supervising appropriate tasks (reading, writing, further parish experience, placements, etc).
   b) With the Head of Vocations & Discipleship, liaise with the National Ministry Development Team and candidates about Panel dates and venues, with support from the Vocations and Discipleship Administrator, and debrief candidates following their attendance at a Panel.
   c) Maintain comprehensive, appropriate, up-to-date records for candidates, with support from the Vocations and Discipleship Administrator.
   d) Advise the appropriate Area Bishop about the suitability of candidates for sponsorship to Discernment Panels.
   e) Prepare sponsoring papers where appropriate to the high standard expected by both the National Ministry Development Discernment Team and the Diocese of Chelmsford.
   f) Preparing candidates for Stage 1 and Stage 2 Panels and managing their progress and development.

g) Advise candidates with regard to suitable training pathways in preparation for ordination in consultation with the Head of Vocations and Discipleship, and the Area Bishops.

h) Working with the Head of Vocations & Discipleship, brief Area Bishops as necessary regarding vocations issues, candidates' progress, and any other information that might be apposite.

i) Identify complex issues, including safeguarding and HR matters which may arise during the discernment process and escalate these as appropriate to the Head of Vocations and Discipleship and relevant teams.

2) Where relevant as advised by the Head of Vocations & Discipleship, to attend the Diocesan Ordination Advisory Team (DOAT) meetings, Regional Network meetings of the East and Southeast Region DDOs and national meetings for training and briefing arranged by the National Ministry Discernment Team and to take forward learning and actions as appropriate.

3) To be involved in the work of encouraging and promoting vocations to ordained ministry, including speaking at deanery meetings and preaching in parishes and Deaneries as appropriate and where this can be combined with parochial responsibilities.

4) To support the Head of Vocations and Discipleship in arranging and running residential weekends for candidates preparing candidates for Discernment Panels

5) To support the Head of Vocations and Discipleship in arranging Anglicanism Seminars and Ordination retreats (in collaboration with the Bishop of Chelmsford and the IME2 Team).

6) To attend the licencing services and social events relevant to candidates who have been through the discernment process, including: -

   a) The licensing of ordinands as lay workers, held annually at Bishopscourt
   b) The ordinations to the diaconate held in early September at the Cathedral
   c) The ordinations to the priesthood held in parish churches across the diocese at Michaelmas.
   d) Social events arranged by Area Bishops for candidates and their families

7) To keep abreast of theological education and developments in training through liaison with the National Ministry Team, theological institutions, and the national network of DDOs and to share with the Vocations and Discipleship Team as appropriate.

8) Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
9) Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
10) Actively participate and contribute in the annual review process.

11) Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.

The duties and responsibilities highlighted in the Job Description are indicative and may vary over time. Post holders are expected to work collaboratively with the Mission & Ministry Department and wider contacts and undertake such other reasonable duties and responsibilities relevant to the nature, level and scope of the position as may be required, including by the Head of Vocations & Discipleship and Chief Executive.

Key Stakeholder Contacts

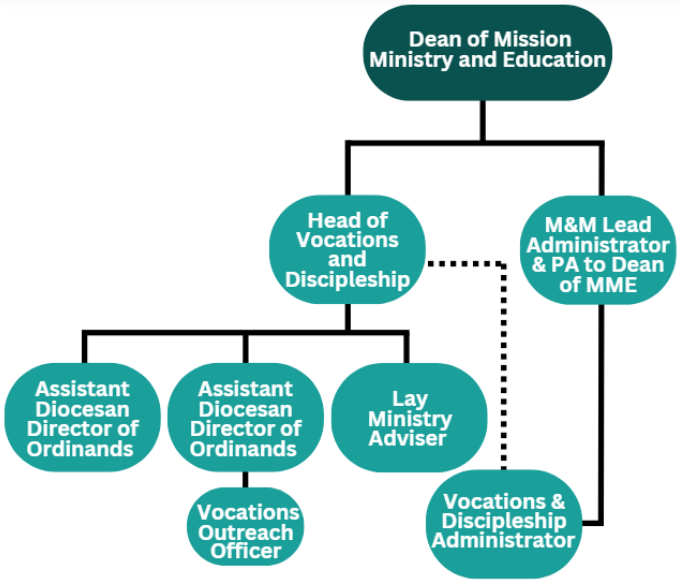
Internal:

- The Head of Vocations and Discipleship
- ADDO colleague
- Vocations Outreach Officer
- Vocations and Discipleship Administrator
- Bishops and Area Ordination Advisers
- Racial Justice Officer
- Dean of Mission, Ministry and Education

External:

- Theological Education Institutions
- The National Ministry Development Team

Proposed Team Structure



Person Specification

Genuine Occupational Requirement (G.O.R)

There is a genuine occupational requirement for the job holder to be an ordained minister, and in good standing within the Church of England.

The person appointed will be:

1) A priest in the Church of England with substantial ministry experience in more than one context or tradition.

2) A prayerful and mature Christian disciple with gifts of discernment, wisdom and communication.

3) Experienced in working with people one-to-one, for example in vocational discernment or mentoring,

4) Ability to identify complex issues.

5) Initiative and able to work alone (e.g. in discernment interviewing) and collaboratively as part of a team.

6) Able to hold the strategic ministry needs of the institution in creative tension with individual vocational discernment.

7) Able to give direct and accurate feedback and guidance to candidates and bishops, using kindness, tact and diplomacy

8) Able to build trust and work positively with ordinands, clergy and parishes across all church traditions

9) Skilled in the leadership of task groups, for example those groups/teams including volunteers

10) Experienced in managing a small team (desirable)

11) Able to manage complex administrative processes with pastoral skill, technical detail and awareness of issues concerning confidentiality and legality

12) IT proficient, able to competently use standard office applications

13) Willing to work on occasions with candidates and vocational opportunities during evenings and weekends as required.

14) Able to travel to parishes across the diocese, theological colleges and courses. Full UK driving licence and access to private transport.

Outline of Terms and Conditions

Role	Part time Assistant Director of Ordinands (ADDO). Held in conjunction with part time Team Vicar of Wickford and Runwell (held under Ecclesiastical Offices Terms of Service Regulations 2009)
Responsible to	Head of Vocations and Discipleship
Salary	The total package for both the ADOO role and Team Vicar role will be equivalent to £34,950 per annum
Hours	Given the post will be held in conjunction with Team Vicar of Wickford and Runwell, the post holder will be expected to hold the equivalent of a full-time clergy post, working up to 48 hours per week. It is expected that the role holder will split their time equally between the two roles taking into account the necessary demands for each role and collaborating with the Head of Vocations & Discipleship and the parish around deployment of use of time. It is estimated for the post holder will allocate the 3 days/24 hours per week to the ADDO role. There is a reasonable degree of flexibility for time management, but a commitment to working in the evenings and weekend is expected.
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover; or where the role is held in conjunction with an ecclesiastical office, enrolment in the Clergy Pension Scheme may be available.
Annual Leave	36 days per annum.
Probation Period	3 months
Notice Period	3 months
Expenses	Working expenses are paid at the Diocesan rates.
Base	Home based. The post holder will be required to work at other locations within the Chelmsford Diocese and sometimes beyond, including the Diocesan Office, 53 New Street, Chelmsford, CM1 1AT, in line with the requirements of the role.
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).

Clergy Information	The postholder will have a Statement of Particulars covering the parochial role plus a Statement of Main Terms and Conditions of Employment (where specific further details will be provided).

Pre-employment Administration

Checks:
The contract is subject to:

- 3 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A CCSL
- An enhanced DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Educational/Professional Registration Qualification Certificate
- Overseas Check (If applicable)
- Background Checks

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment
- Enrolment in the Church Workers' pension scheme from the first day of employment (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- Payment of professional fees/memberships (for relevant roles)
- Cycle to work scheme
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking at the Diocesan Office