

Job Description

Job Title	Deputy Director of Studies
Workplace	Derby Church House & Home (Hybrid Working)
Hours	240 hours per year, worked flexibly
Accountable to (Line Manager)	Director of Studies
Accountable for (Direct reports)	None

Job Purpose	The Diocese of Derby is committed to forming Christian leaders, lay and ordained, alongside developing confident missional disciples who are fully equipped to live out their Everyday Faith vocations. The Deputy Director of Studies (DDoS) is an important post in the strategic development of training pathways to support laity grow in confidence and flourish in their ministries. The DDoS will help to resource an interactive pedagogy that offers support to those engaged in recognised lay ministries (Certificate in Theology of Mission & Ministry programme) as well as preparing people to be licenced lay ministers (Licensed Lay Ministry (Readers) Course).
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Key Responsibilities

Working with the Director of Studies and the DM&M Team, the Deputy Director of Studies will assist with the smooth delivery of the newly created Discipleship Training programmes for the development of lay leaders in the Diocese.

The Deputy Director of Studies will assist with teaching marking and moderating as required over both programmes as well as having oversight of the three modules that form the first year of the CMM programme. This will include:

- Working with the Course Administrator to ensure swift and smooth responses to enquiries and the processing of application forms.
- Working with teaching staff to ensure that the study days for these modules run smoothly.
- Oversight of the discussion forums for these modules, working with the group tutors.

- Ensuring that marking and moderation is carried out according to the agreed procedures.
- Working with the Course Administrator to ensure that all records for students on these modules are kept up to date and accurate.

The Deputy Director of Studies will also be required to deputise for the Director of Studies when required, particularly cover for holidays.

Right to Vary Job Description

- This Job Description may be reviewed regularly and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes.
- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that the DBF might reasonably expect to be within your competence and grade.

Person Specification

Selection Criteria	Essential	Desirable	Assessment
Knowledge, Experience and Qualifications	<p>Have a diploma (or higher) in Theology <i>or equivalent academic discipline</i> that has provided the basis for excellent written and communication skills within the Christian context.</p> <p>Evidence of experience in teaching and mentoring of laity</p> <p>European Computer Driving Licence <i>or equivalent evidence of IT proficiency</i></p>		<p><i>(How will this be assessed?)</i></p> <p><i>Application form</i></p> <p><i>Interview</i></p> <p><i>Test</i></p> <p><i>Presentation</i></p>

Skills	Excellent communication and team working skills		
Beliefs (Where there is a GOR)	Be an active worshipping member of the Church of England or a church in communion with it. A practicing Anglican Christian. Ordained priest or licensed lay minister of the Church of England evidencing experience of parish-based ministry.		
Other	Experience of recruiting, training and enabling volunteers.		

Disability Confident Employer



The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people who meet the minimum criteria, and to supporting existing employees who have a disability