

ROLE PROFILE FOR CLERGY TRANSITION SERVICE MANAGER

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Human Resources department provides a strategic and operational HR service to the seven National Church Institutions (NCIs) and the 42 Diocesan Bishops' offices. Through our External Service team, we also offer HR support on a consultancy basis to other Church of England organisations (e.g. dioceses and cathedrals). This includes supporting individuals via the Clergy Transition Service and through other people focused projects (e.g. coaching, development programmes, organisational development consultancy etc)

We are a friendly, diverse, well respected, and highly engaged HR team who are committed to actively sharing knowledge and learning across the team and beyond. We encourage flexible working within the team and meet online weekly and in-person once a month for collaboration, knowledge-sharing and building relationships within the team.

What you'll be doing

The Clergy Transitions Service (CTS) provides confidential, personal support for Clergy who are at a vocational crossroad, or who are looking for a fresh opportunity. Catering for all backgrounds and traditions in the Church of England – from Clergy currently in parochial posts, sector ministry, new forms of church and mission agencies, as well as ordained people currently employed or engaged in contexts other than the church.

Providing practical help with developing a personal profile, job applications, and interview skills, the Service works with individuals to develop a deeper understanding of their strengths and talents. By encouraging participants to develop greater self-awareness, reflect on personal values and think prayerfully about context and culture, CTS is able to support the process of transition.

The purpose of this role is to manage and develop the Clergy Transition Service, building on its reputation for high quality vocational support. In addition to the main task of delivering one to one support to a portfolio of clients, the manager will also explore how to promote the service through additional services e.g. clergy transition workshops. This will involve creating links with other clergy services and development pathways to integrate the CTS and to develop its impact across the Church.

While the manager will have a primary focus on delivering the transition service, they will also, at times, contribute to the work of the wider HR External Services team, offering additional support where it is needed (e.g. in coaching clergy who are in difficult situations, facilitating conversations during conflict, coaching leaders attending management development programmes etc).

MAIN DUTIES AND RESPONSIBILITIES

- Deliver transition coaching programmes for a portfolio of clergy clients. This is likely to include one to one coaching (virtual or face-to-face), developing personal profiles, supporting job applications, conducting interview practice sessions, advising on job search techniques, psychometric assessments etc.
- In consultation with a range of stakeholders (including HR External Services and the Ministry Development Team), develop a strategy for the Clergy Transition Service which increases the reach and impact of the service and integrates it into wider vocational support for clergy
- Develop and deliver career transition workshops and programmes across the Church including working with internal and external partners (e.g. freelance colleagues and volunteers)
- Work in partnership with other departments within the NCIs in order to keep up to date with opportunities within the Church of England network as well as promoting internal appointments
- Develop and deliver a promotion strategy for the service (i.e. marketing and raising awareness)

- Engage with networks and develop relationships with stakeholders (including members of the C of E HR Network, clergy networks) to promote and align the service offerings with other NCI and wider Church activities
- Manage and develop all policies and procedures related to the service
- Report progress and reach to senior stakeholders at regular intervals (e.g. no. of clients, dioceses involved, current trends and needs etc)
- Conducting clergy transition and vocations related research to support delivery
- Contribute to External Services projects where appropriate (e.g. coaching leaders on a management development programme, conducting facilitated conversations during interpersonal conflict)
- Manage all administrative arrangements for client sessions including booking meetings, creating contracts, developing promotional materials, maintaining records etc
- Attending HR meetings as required.

About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Knowledge/Experience

- Extensive experience in and knowledge of providing career development and role transition advice and support through one-to-one coaching with individuals at differing career stages
- Excellent working knowledge of the current strategy, culture and challenges of the Church of England at national and parish level
- Good understanding of the nature of discernment, the clergy life cycle, vocational exploration and relevant ministerial frameworks
- Experience of managing and developing a multi-stakeholder, client centric service or programme including information management, promotional activities, network building, supplier management, stakeholder engagement, monitoring and reporting etc
- Experience in working confidentially and with advanced levels of discretion in a highly networked organisation
- Understanding of issues of safeguarding in ministry and associated training and processes
- Experience of using Microsoft Office packages including SharePoint, Teams and Zoom

Skills & Abilities:

- The successful candidate will be a qualified coach with excellent interpersonal skills including listening, questioning, advising, challenging and high levels of emotional intelligence
- You will have high levels of discretion and sensitivity, able to hold tight boundaries of confidentiality
- You will have an ability to relate to the challenges and aspirations of clergy working within the current Church of England including across the whole range of Church traditions
- Qualifications in career coaching, counselling, psychometric and 360 assessments would be an advantage

- You will be able to design and deliver high-quality group workshops and presentations and work with groups exploring vocations and career transition
- You will be proactive, self-starting and able to work independently, combining managing and promoting the service with one-to-one delivery of coaching and support to individuals
- You will be comfortable working in a faith environment with issues of Christian vocation, discernment and spirituality
- You will have an excellent ability to build positive long-term relationships with clients, colleagues, suppliers, partners and other stakeholders
- The role will require you to be highly organised, flexible and committed to providing a high-quality service to individuals, dioceses and other groups
- It will also require you to be creative and think strategically about how to develop and promote a service which is relevant and useful to individuals as well as being aligned with the wider organisational context

Vacancy Summary

JOB TITLE:	Clergy Transition Services Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Human Resources
GRADE:	Band 3 Standard Point
SALARY:	£59,248
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	On average, 1 day a week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/> No
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term Until 31 st December 2026
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017489

COST CODE: 50201

PARENT POSITION: Head of HR External Services