

## DIOCESE OF EXETER

Grow in Prayer I Make New Disciples I Serve the People of Devon with Joy

### Associate DDO and Vocations Development Officer ROLE DESCRIPTION

DETAILS	
<b>Role Title</b>	Associate DDO and Vocations Development Officer
<b>Department</b>	Mission and Ministry
<b>Reports to</b>	Diocesan Director of Ordinands
<b>Contract Type</b>	Full-time
<b>Hours</b>	36.25 per week
<b>Normal Place of Work</b>	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay) and the possibility of remote working arrangements by agreement.
<b>Responsible for</b>	Team of voluntary Vocations Advisers
<b>Date of Issue</b>	
NATURE OF WORK	
<p><b>Role Purpose:</b> To lead the Mission and Ministry team in increasing vocations to ordained and lay ministries and in reducing the average age of candidates.</p> <p>To assist the DDO in the discernment of ordained vocations and supporting them through the national discernment process.</p> <p><b>In collaboration with the DDO:</b></p> <p><b>Vocations Development</b></p> <ul style="list-style-type: none"> <li>• Encourage vocations to both lay and ordained ministries, including organising events such as those for Vocations Sunday.</li> <li>• Run a series of events for those exploring a vocation, including approximately six 'Exploring Ministry' days each year, some for specific demographics, eg younger women.</li> <li>• Conduct in-depth one-to-one interviews with individuals exploring their vocation.</li> </ul>	



- Support voluntary Vocations Advisers in their initial discernment of candidates, prior to recommending them to the DDO, Warden of Readers, Lay Missional Formation Officer, other colleagues supporting lay formation, or their parish priests for further exploration within local ministry teams.
- Implement a strategy for increasing young vocations.
- Support the development of Ministry Experience Schemes
- Coordinate with Spiritus, St Mellitus College and other providers to offer a range of study and training opportunities for those exploring a vocation in lay or ordained ministries.
- Provide resources to support Vocations Sunday.
- Attend the annual licensing service for new LLMs and offer vocational invitations to those who come

### Associate DDO

- Assist the discernment processes for candidates for ordained ministry, ensuring alignment with national selection criteria and Mission and Ministry Team guidelines.
- Provide pastoral care throughout the process, particularly for those not recommended for training.
- Promote understanding of the Church of England, its ministry, and its mission across various traditions.
- Maintain contact with ordinands and their families during training, sharing pastoral care responsibilities with training institutions.
- 'Support the DDO and IMFO in discerning appropriate training incumbents and training contexts' would be better?
- Support the Initial Ministerial Formation Officer in offering training and support to training incumbents.
- Share with the DDO in the oversight of ordination retreats and attend the ordinations of deacons and priests.
- Offer vocational invitations to those who attend the ordinations.
- Contribute to wider departmental discussions concerning ministry within the diocese.

### Key Aspects of Role:

The Associate DDO and Vocations Development Officer role demands high proficiency in:

- Developing and implementing vocations strategies
- Adult vocational training and event management
- Vocational advice and support for clergy and laypeople
- Oversight of the process for candidates seeking ordained ministry
- Development of new pathways to ordination for a wider and more diverse range of candidates
- Selection and support of candidates during the discernment pathway
- Development and delivery of training for diocesan assessors and Assistant DDOs
- Providing pastoral support to candidates and team members
- Management of third-party training suppliers and Development with Church of England TEIs

Given the varied nature of the work, including regular evening and weekend commitments, the Vocations Development Officer will have flexible working hours,



ensuring that contracted hours are completed by the end of each calendar month. A Time Off In Lieu (TOIL) policy is in place for EDBF employees who work beyond their contracted hours due to evening and weekend meetings.

The role is based in Exeter and requires travel across the diocese for training events and speaking Developments.

The Associate DDO and Vocations Development Officer will need to apply for an Enhanced Disclosure Certificate from the Disclosure and Barring Service, including checks against the barred lists.

#### Key Relationships:

The job reports to the Diocesan Director of Ordinands and involves close collaboration with:

- The Vocations and Initial Formation Co-ordinator
- The Bishops and Archdeacons of the Diocese
- The Director of Mission and Ministry
- Volunteer Vocation Advisers
- Assistant DDOs
- The Initial Ministerial Formation Officer
- The Dean of Women in Ministry
- The Mission and Ministry team, particularly the Lay Formation Officer and the LLM Officer
- Colleagues in other departments in the EDBF
- The National Vocations Officer
- The Diocesan UKME Adviser
- Spiritus, St Mellitus and other training providers

Role Area	Main Duties and Responsibilities
<b>Vocations Leadership</b>	<ul style="list-style-type: none"> <li>• Provide training and advice to voluntary Vocations Advisers.</li> <li>• Collaborate with the Diocesan Director of Ordinands (DDO), LLM Officer and the Lay Missional Formation Officer to ensure effective progression of vocational inquiries.</li> <li>• Assist the DDO in recruiting additional advisers as needed.</li> <li>• Advise clergy on nurturing vocations.</li> <li>• Interview candidates, assess evidence, and advise the sponsoring bishop on their suitability for Bishops' Advisory Panels (BAPs), preparing necessary paperwork.</li> <li>• Assist the DDO in oversight of the ordination retreats and attend ordinations of deacons and priests.</li> <li>• With the DDO, collaborate with the Bishop's Staff and colleagues to identify and match curates with training incumbents.</li> </ul>



<b>Vocations Training</b>	<ul style="list-style-type: none"> <li>• Partner with training providers to promote vocational work among Ordinands, LLMs and Curates.</li> <li>• Train and support the team of voluntary vocations advisers.</li> </ul>
<b>Vocations Events</b>	<ul style="list-style-type: none"> <li>• Organise approximately six 'Exploring Ministry' days (typically on Saturdays) across the diocese.</li> <li>• Support "Bishops in Mission" events as requested, promoting vocations.</li> <li>• Review and enhance the "MORE" course for those exploring a vocation and facilitate a group for these individuals.</li> </ul>
<b>Youth Strategy</b>	<ul style="list-style-type: none"> <li>• Work with University Chaplains and others to develop a strategy for encouraging younger vocations.</li> </ul>
<b>Ministry Development</b>	<ul style="list-style-type: none"> <li>• Collaborate with the wider Mission and Ministry team to explore and implement initiatives that encourage vocations.</li> </ul>
<b>Resource Development</b>	<ul style="list-style-type: none"> <li>• Provide resources and advice to clergy on nurturing vocations, including phone consultations and discussions with deanery chapters.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Record and review diocesan vocational statistics to inform policy.</li> <li>• Take notes and write concise reports of one-to-one meetings with individuals exploring vocations.</li> <li>• Maintain the filing system and ensure compliance with information management systems and policies, including Social Media, GDPR and the Data Protection Act 2018.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Adhere to all Diocesan Safeguarding Policies and practices.</li> <li>• Complete Safeguarding training to Senior Leadership level.</li> <li>• Complete Domestic Abuse, Safer Recruitment and Modern Slavery and Human Trafficking training.</li> <li>• Stay updated on best practices and safeguarding issues by working closely with the People team.</li> </ul>
<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Promote diversity and inclusion in discernment practices with the Diocesan UKME Officer.</li> <li>• Support equality of opportunity in line with diocesan strategies, legal obligations, and theological values.</li> </ul>

## PERSON SPECIFICATION



The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Experienced Anglican priest in good standing.</li> <li>Degree or equivalent qualification in Theology.</li> </ul>	<ul style="list-style-type: none"> <li>Graduate</li> <li>Theology degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in ministry within parochial or mission community contexts, including supporting those exploring vocation</li> <li>Experience of nurturing the vocations of others</li> <li>Experience across a broad range of Anglican traditions</li> <li>Experience in adult training</li> <li>Discreet and capable of handling confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in vocations work within a wider context, including involvement with vocations communities</li> <li>Experience as a DDO or Assistant DDO.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>Knowledge of the Church of England's structures, culture and parochial system</li> <li>Experience in strategic planning</li> <li>Familiarity with current training patterns and upcoming changes</li> <li>Proficient in interviewing, assessment, recommendation, and report writing.</li> <li>Excellent communication skills, including presentation and preaching</li> <li>Competent IT skills, particularly in Microsoft Office and Outlook and using technology for presentations</li> </ul>	<ul style="list-style-type: none"> <li>Advanced knowledge of the Church of England's structures and culture</li> <li>Proven skills in strategic planning and understanding of training developments</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>Greet visitors and handle enquiries and telephone calls promptly and courteously.</li> <li>Adhere to health and safety instructions, ensuring safety for oneself and colleagues and report concerns promptly</li> <li>Understanding of how belief systems within the Church affect safeguarding work</li> <li>Sensitivity to diverse cultures, traditions and activities within the Church, consistent with the Five Guiding Principles in the House of Bishops' Declaration</li> </ul>	



	<ul style="list-style-type: none"> <li>Commitment to anti-discriminatory practices within the Church of England's legal context</li> </ul>	
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>Passion for helping others discern their vocation</li> <li>A person of prayer, committed to mission and diocesan priorities</li> <li>Desire to grow, develop and learn as a disciple of Christ</li> <li>Commitment to the aims and ethos of the Diocese of Exeter and the mission and ministry of the Church of England</li> <li>Practising communicant member of the Church of England or a church within Churches Together in Britain and Ireland or Churches Together in England</li> <li>Full driving licence</li> <li>Ability to travel and work flexibly across the Diocese and within the Church of England as required.</li> </ul>	

## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b> <ul style="list-style-type: none"> <li>Understand how your work, along with that of the Mission and Ministry team and Vocations Advisers, contributes to the strategic development of mission and ministry across parishes and Mission Communities.</li> <li>Recognise the diverse socio-economic contexts of parishes and Mission Communities, such as urban, rural, coastal, areas of deprivation and ageing congregations and how these affect operations.</li> <li>Understand the responsibilities of parochial and Mission Community groups, as well as other voluntary organisations and their impact on the services provided by the Mission and Ministry team.</li> <li>Stay alert to emerging issues and trends that could impact your work and the accuracy of advice provided.</li> <li>Continuously seek to expand and share knowledge across the Mission and Ministry team and with Vocations Advisers to enhance the impact on parishes and Mission Communities.</li> </ul>
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Engaging People	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>• Encourage and promote ideas for improvement from a wide range of people to enhance team performance and oversee implementation where necessary.</li> <li>• Work collaboratively to identify areas for improvement, simplifying processes and streamlining procedures to deliver more effective vocations advice and support.</li> <li>• Advocate for different ways of working with volunteers, parochial officers, PCCs, Mission Communities and other key personnel across the diocese.</li> <li>• Clearly explain the reasons for changes to colleagues, clergy and other key volunteers, advising on how to implement these changes and supporting individuals in adapting to new methods.</li> <li>• Foster an environment where colleagues and volunteers feel safe to raise sensitive issues and challenge advice and decisions.</li> </ul>
	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>• Understand your level of responsibility and authority, empowering others to make decisions when appropriate to ensure timely and effective decision-making.</li> <li>• Gather, analyse and assess credible information from various sources to support informed decision-making.</li> <li>• Develop an accurate understanding of situations, including the needs and expectations of others, to make managed risks that improve service delivery.</li> <li>• Make decisions or recommendations as needed, even when they may be unpopular, ensuring to consult with others to understand the impact of decisions on recipients of vocations advice and support.</li> </ul>
	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• Ensure colleagues and key personnel understand the goals, activities and timeframes of the Mission and Ministry Team, particularly in relation to Vocations advice and support.</li> <li>• Collaborate closely with the Mission and Ministry team and external partners, advising senior management within your area of expertise.</li> <li>• Actively role model and promote high standards of practice and behaviour in both the Mission and Ministry field and the workplace.</li> <li>• Recognise and praise the achievements of others, sharing enthusiasm for the work of the team, parishes and Mission Communities and fostering a supportive and cohesive environment.</li> <li>• Manage conflict, misconduct and non-inclusive behaviours effectively, escalating concerns to senior managers as necessary.</li> </ul>



Delivering Results	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>• Ensure clear and effective communication with the Mission and Ministry team, Vocations Advisers, EDBF employees and across the diocese, including with parishes and Mission Communities.</li> <li>• Tailor communications to the purpose, considering individual needs, sharing information appropriately and confirming understanding.</li> <li>• Build trust by communicating clearly, honestly and positively, using appropriate styles to maximise impact.</li> <li>• Value and respond constructively to different ideas, views and feedback and handle challenging conversations with confidence and sensitivity.</li> </ul>
	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional relationships with clergy, Archdeacons, Bishops, key EDBF personnel and volunteers across the diocese, particularly PCCs and parish groups.</li> <li>• Promote teamwork within your team and across the diocese, collaborating with key personnel to share information, resources and provide advice and support.</li> <li>• Foster a positive team spirit by being approachable and investing time in developing and maintaining team focus.</li> <li>• Lead by example, making it clear that bullying, harassment and discrimination are unacceptable, while exhibiting diplomacy, tact, patience, flexibility and a sense of humour.</li> <li>• Prioritise the wellbeing of yourself and colleagues, offering support when needed.</li> </ul>
	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>• Identify and address gaps in your own and your team's skills and knowledge, taking responsibility for your professional development and that of your team.</li> <li>• Reflect on your work, continuously seeking and acting on feedback to improve service delivery.</li> <li>• Set and achieve personal development plan objectives that address any skills gaps, ensuring effective service delivery now and in the future.</li> <li>• Coach, mentor and develop colleagues to improve service delivery and support succession planning.</li> <li>• Develop and deliver training and support resources for Vocations advice across the diocese.</li> <li>• Recognise signs of stress in yourself and others and provide or seek appropriate support.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>• Develop, implement, maintain and review procedures and services to ensure the highest standards of service delivery.</li> <li>• Work with senior management and key personnel to set priorities, goals and timescales for service provision.</li> </ul>





		<ul style="list-style-type: none"> <li>• Understand the varying needs of the Mission and Ministry Team and parishes to provide timely and appropriate advice and support.</li> <li>• Deliver high-quality Vocations advice and support, contributing to raising the standards of Mission and Ministry support and Christian Giving in parishes.</li> <li>• Elicit feedback from key personnel and Vocations advice recipients and respond appropriately.</li> <li>• Adapt relevant policies, processes and procedures to improve the quality and timeliness of Vocations advice and support.</li> </ul>
	<b>Delivering at Pace</b>	<ul style="list-style-type: none"> <li>• Help keep the Mission and Ministry Team focused on goals and priorities, promoting a culture of following appropriate procedures to ensure timely results while encouraging innovation.</li> <li>• Maintain your performance levels and ensure the right resources are available for parishes and Mission Communities to work effectively.</li> <li>• Regularly review your and your team's work against goals and service delivery expectations, reassessing workloads and priorities when managing conflicting demands.</li> <li>• Allow colleagues the space and authority to meet goals while providing additional support when necessary, maintaining overall delegated responsibility.</li> <li>• Remain calm under pressure, effectively managing deadlines, conflicting priorities, and budget/resource constraints.</li> </ul>