

DIOCESAN BOARD OF FINANCE

JOB PROFILE

JOB TITLE:	Lay Training Officer
ACCOUNTABLE TO:	Lay Training Team Leader
KEY RELATIONSHIPS:	<p>The role involves building productive working relationships with a wide range of individuals/organisations. The core relationships include:</p> <p>Lay Training Team</p> <p>Volunteer Tutors</p> <p>The Diocesan Formation Team</p> <p>The Barnabas Programme Team</p>

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford, Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has around 600 church buildings.

The Diocese has undergone a significant period of change since its formation in 2014. As part of its aim to ensure long-term sustainability and financial stability, the diocese has applied for and received investment funding for Barnabas: Encouraging Confidence. This is the vehicle for the diocese to support churches to move forward in mission, ministry and sustainability. Barnabas offers every church the opportunity to access resources and support at different levels according to their existing strengths and needs.

Values, Vision and Strategy

The Diocesan values, *Loving, Living, Learning*, are vital to the way we engage in ministry together across the diocese. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

The Diocese of Leeds promotes a vision for *Confident Christians, Growing Churches, Transforming Communities*. This is advanced by a Diocesan Strategy, originally approved in 2019, with goals that included re-imagining ministry, nurturing lay discipleship, building leadership pathways and growing young people as Christians. In 2023, post-Covid, we have moved to a new phase in its implementation: [Barnabas- Encouraging Confidence](#), supported by a Diocesan Investment Programme grant of £3.9 million (see [Barnabas link](#)).

JOB DESCRIPTION

The Context and Scope of the Role

The Lay Training Officer is a member of the Diocesan Lay Training Team. This in turn forms part of the wider Diocesan Formation Team, which works to support and enable vocational exploration, equip discipleship in everyday life, and provide inspirational training for lay and ordained roles across the diocese. All of these aims describe our ambition to encourage confident Christian faith and ministry.

Collaborative working is crucial to the effectiveness of this role, both within the Formation team and in the way we relate to other teams, particularly those working within the Barnabas team to encourage Christian confidence across our churches.

The Lay Training Team is committed to lay ministry and whole life discipleship, as described in the [Setting God's People Free](#) report. We encourage life-long learning for discipleship. We understand our role as supporting parishes in encouraging lay people to grow and flourish in discipleship and ministry. We model this by being open to life-long learning ourselves. For example, members of our team are strongly encouraged to undertake the [Formation for Enabling Ministry](#) course.

The Lay Training Team is inspired by a vision of enabling the ministry of the whole people of God, lay and ordained. A core aspect of this is our emphasis on widening participation, because 'the whole people of God' must mean just that! To ensure the breadth of opportunity, we offer a mixture of in-person, online and hybrid training, aided by a Moodle based virtual learning environment.

In the Lay Training Team we deliver training for locally commissioned lay ministry pathways, such as Lay Worship Leaders, Lay Pastoral Ministers, Eco Mission Enablers and Occasional Preachers (see <https://learning.leeds.anglican.org/ministry-pathways/#ministry>) in which we aim to equip our churches with high quality lay ministers who can in turn inspire others in their discipleship and ministry.

More widely, we are passionate about our focus on enabling everyday discipleship through an ever-growing selection of self-paced and taught short courses, for example our Dementia & Faith course (see [Dementia and Faith – Self-paced Course – Diocese of Leeds Learning](#)).

The successful applicant will have a passion for developing training activities, writing course materials and developing teams of volunteer tutors as well as being an inspiring trainer themselves. They can expect to contribute to training activities led by colleagues, within and beyond the lay training team. They will collaborate closely with wider diocesan initiatives, such as the Barnabas programme, spotting synergies and seeking to share best practice across close working relationships. We are a small team and so we aim to model a collaborative approach to everything we do.

Our diocese is large and complex, with a huge variety of needs. The Lay Training Team needs to be responsive and comfortable working in a fast-changing environment. We are currently piloting hybrid training to enable widened access for those who find travel to central locations difficult and have poor internet access. This is proving successful, so it is likely that we will be looking to scale up our hybrid options in the future. Our commissioned ministry training pathways are also being streamlined so that our courses are formational and vocational in

their first term, and the successful candidate must be alive to being part of thinking through and implementing these changes along with the Lay Training Team Leader. As a team, we never stand still – our work and our roles evolve to fill the needs of our churches as we strive to provide high quality resources to best equip fellow disciples across the diocese. If you need to know exactly what your role will entail in a year's time, this is probably not the job for you!

The Lay Training role requires some weekend working (Saturdays and Sundays) as well as evening commitments. It is based at Church House, Leeds, but requires travel across the diocese.

MAIN DUTIES AND RESPONSIBILITIES

Practically, on a daily basis, this challenging ministry looks like the following:

Overall Purpose

- To foster confident, creative Christian disciples and lay ministers by contributing to the development and delivery of inspiring and enabling lay training pathways, activities and learning resources.
- To work collaboratively as a member of the lay training team and closely with the wider Formation team and other teams in the diocese, especially the Barnabas Team.

Key responsibilities

- Responsibility for the staffing and delivery of designated lay training pathways, online and in-person, managing volunteer tutors as appropriate.
- Facilitate and contribute to Continuing Ministerial Development of commissioned lay ministry practitioners, including convening and enabling online learning communities.
- Play a leading role in resourcing lay discipleship in parishes and diocesan-wide and contributing to diocesan discipleship initiatives (e.g. The Rhythm of Life).
- Contribute to the development of new lay training initiatives, including courses designed/adapted for local and parish-based delivery with 'train the trainer' support.
- Contribute to harnessing the potential of the diocesan Moodle based virtual learning environment to resource lay ministry and discipleship, including through the development of self-paced online courses.
- Contribute to the project of widening access to the whole people of God so that none are excluded from the opportunity of discipleship and ministry.
- Work collaboratively with other diocesan teams, facilitating an integrated approach to nurturing lay ministry and discipleship.
- Model a passionate lifelong learning approach.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Lay Training Officer: Person Specification (E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Qualifications, Training and Experience	<ul style="list-style-type: none"> • A degree, preferably in theology or a related discipline or significant and demonstrable life experience in thinking theologically. • Experience of enabling lay ministry and whole life discipleship. • Experience in working with diverse adult learners and a commitment to widening participation. • Experience of working with a range of educational levels and learning styles in the planning and delivery of training. • Ability to think creatively about issues around widening access to training/development. • Track record of enabling and mentoring others. • Experience in managing volunteers (<i>most of our tutor team are volunteers</i>). 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
2	Skills, Knowledge and Attributes	<ul style="list-style-type: none"> • Capacity to plan, co-ordinate and deliver effective training in person and online, with a willingness to develop expertise in hybrid learning. • Good communication, interpersonal and pastoral skills, with capacity to facilitate diverse reflective practice learning groups. • Self-motivated with the ability to work well both independently and as part of a team. • Able to work collaboratively and forge effective working relationships with a range of stakeholders. • Strong IT skills, with a willingness to learn to use our Moodle platform for teaching and learning. • Familiarity with a variety of models of Anglican ministry and diverse ministry contexts, with a good working knowledge of the Church of England. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
3	Disposition and Attitude	<ul style="list-style-type: none"> • Track record of enabling lay ministry and whole life discipleship, as described in the Setting God's People Free report. • Track record of personal lifelong learning and the ability to model this to others, e.g. being willing to undertake Formation for Enabling Ministry course. • A team player, able to work supportively as a team member. • An encourager, able to work with volunteer tutors and our students effectively. • A God centred, prayerful, missional outlook. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
4	Special Requirements	<ul style="list-style-type: none"> • Willingness to work outside office hours [evenings and weekends]. • Ability to travel across the diocese as required. 	<p>E</p> <p>E</p>