DIOCESE OF EXETER

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

ROLE DESCRIPTION

DETAILS	
Role Title	Lay Missional Formation Officer
Department	Mission and Ministry
Reports to	Director of Mission and Ministry
Contract Type	Full-time
Hours	36.25 per week
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of extensive travel throughout the county of Devon (including Plymouth and Torbay) with regular out of hours working, at evenings and weekends.
Responsible for	N/A
Date of Issue	September 2025

NATURE OF WORK

Diocesan vision and strategy:

'Grow in Prayer, Make new Disciples and Serve the People of Devon with Joy'.

Diocesan Priorities:

- Missional Leadership
- Missional DNA
- Vocations
- Children, young people and families
- A mixed ecology of church

Role Purpose:

- To inspire and equip missionary disciples and stimulate vocational confidence
- To discern and resource an increased diversity of missionally focussed lay leadership roles
- To reframe and equip current lay leadership for mission with life-long learning

Key Aspects of Role:

The focus of this role is 'Missional DNA': inspiring, supporting, enabling and training missionary disciples so that our churches may be increasingly outward looking, invitational, actively hospitable and engaged with their wider communities.

The Lay Missional Formation Officer must demonstrate strong skills in the following areas:

Communications and Engagement

- Inspiring others in sharing the gospel
- Effectively communicating with stakeholders including clergy, lay leaders, learners, and diocesan colleagues
- Promoting opportunities for learning and vocations across the diocese, ensuring clear and consistent messaging

Adult Training Development and Delivery:

- Designing and implementing effective training programmes for adult learners, including delivery of the Foundations Course - Diocese of Exeter
- Responding to requests for GROW and other learning courses as needed, ensuring they meet adult learning principles and diocesan objectives.

Project and Programme Management:

- Co-ordinating and overseeing programmes such as the Lay Commissioned Roles - Diocese of Exeter ensuring alignment with diocesan strategy and mission.
- Managing multiple training and development programmes from inception to completion, delivering impactful learning outcomes

Strategic planning:

- Designing clear vocational steps to assist lay people on their vocational journeys
- Engaging with the learning and the vocations working groups to exchange insights and support strategic planning
- Gathering, analysing, and managing data to inform project decisions.

Multi-Agency Collaboration:

- Collaborating with internal teams and external partners within the Diocese of Exeter to support shared objectives in learning, vocation, and ministry.
- Actively participating in both the Learning Development and Vocations Development working groups to ensure cohesive planning and delivery across departments.

The role requires an Enhanced Disclosure Certificate from the Disclosure and Barring Service.

Due to the varied nature of the work, including frequent evening and weekend commitments, the Project Manager will work flexible hours. Contracted hours must be completed by the end of each calendar month, with a Time Off In Lieu (TOIL) policy in place for hours worked beyond the contract due to meetings outside regular hours.

The role involves extensive travel across Devon and occasional national travel.

Key Relationships:

The job reports to the Director of Mission and Ministry and works closely with:

- Colleagues in the Mission and Ministry department especially in the areas of training and vocations
- Licensed Lay Ministry Officer
- Foundations Tutors
- Spiritus theological education institution
- Colleagues taking a lead in the different Commissioned Roles
- Mission Community laity, clergy and office holders
- Comparable roles in neighboring dioceses

Role Area	Main Duties and Responsibilities
Leadership	• Lead on new approaches to lay ministry, vocations and mission
Visions Strategy Development	• Create strategies for training diverse learners, incorporating best practices from other areas.
Training	• Recruit and support a network of trainers to assist with the delivery of training courses • Monitor and assess the effectiveness of the training programmes
Communications	• Communicate a vision for collaborative ministry and nurturing the gifts and discipleship journey of all lay people in the diocese
Relationship Building	• Initiate contacts and develop collaborative relationships with a wide range of stakeholders
Team Working	• Collaborate closely with the Mission and Ministry team • Perform additional duties as reasonably required
Policies, Processes and Procedures	• Stay updated on best practices in ministerial education and formation • Contribute to policy discussions
Information Management	• Keep accurate records, correspondence and notes and file them appropriately • Adhere to information management systems and policies, including social media, GDPR and the Data Protection Act 2018
Safeguarding	• Ensure compliance with all diocesan safeguarding policies and procedures • Complete safeguarding training to Leadership Level C2.
Equality and Diversity	• Demonstrate inclusive behaviours in daily work • Ensure the diocese supports equality of opportunity in line with its strategies, policies, legal obligations and theological values

PERSON SPECIFICATION

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

Under the Equalities Act, it is a genuine occupational requirement for the post holder to be a practising member of the Church of England or another church affiliated with Churches Together in Britain and Ireland. The candidate must demonstrate a strong understanding of missional theology to teach discipleship and collaborative ministry effectively.

	Essential	Desirable
Qualifications and Training	• Education to degree level or equivalent • A higher level qualification in theology, or an equivalent qualification or relevant experience • Adult Education experience	• Theology Degree. • Project management experience. • Adult Education qualification
Experience	• Experience of ministry in a local church context and of nurturing lay teams. • Experience of faith sharing • Experience of discipling others • Experience of researching and setting up a project from scratch. • Experience of planning and delivering high quality adult training and mission resources.	• Project management experience.
Technical	• Understand the factors contributing to healthy Church life • Understand the Church of England, its parochial system and the wider organisation of the diocese • Understand how adults learn and proven adult education skills • Excellent interpersonal, communication and presentation skills, including public speaking, with proven ability to communicate effectively and persuasively to a wide range of audiences • Able to organise work and priorities, co-ordinating with Mission and Ministry team and external partners to support the develop • Able to plan and set up projects to be self-sustaining and see projects through to completion	• Understand how the belief systems which shape the life of the Church may affect safeguarding work in the context of the Church of England

	• Able to build trust and work in partnership. • Able to manage and progress numerous projects at any one time • Good IT skills, including making the appropriate use of technology for presentations, plus Microsoft Office and Outlook	
General Requirements	• Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires • Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately • Sensitive to the different cultures, traditions and activities within the Church, and work in a way which is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests • Commitment to anti-discriminatory practices within the Church of England's legal context	
Personal Requirements	• A passion for mission, evangelism and church growth • Committed to and confident in the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England • Practising communicant member of the Church of England or of a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England • Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving) • A full driving licence • Ability to travel and work flexibly across the Diocese and within the Church of England as required	

ROLE COMPETENCIES

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

Setting Direction	**Seeing the Big Picture:**	• Ensure your work and the team's work align with the EDBF's strategic aims and the priorities of parishes and Mission Communities across the diocese • Understand how parishes and Mission Communities operate within different socio-economic contexts, including urban, rural, coastal and deprived areas • Keep a broad view of strategies and activities from parochial and Mission Community organisations, local authorities, statutory bodies and voluntary organisations and their impact on team services • Communicate effectively with senior leaders across the diocese to influence future strategies and translate these into operational plans and service delivery • Integrate the views, perspectives and diverse needs of stakeholders into organisational strategy and planning based on feedback and experience
	Changing and Improving:	• Encourage and share innovative ideas for change to enhance service delivery and oversee the implementation of relevant changes • Create an environment where colleagues feel safe to challenge decisions and issues and foster creativity and initiative • Collaborate with others to identify improvement areas and streamline processes to enhance efficiency and effectiveness • Clearly explain the reasons for change to the team and key stakeholders, overseeing the implementation and supporting individuals through the transition • Recognise early signs of issues and address them promptly, providing constructive feedback on change proposals when necessary
	Making Effective Decisions:	• Use your delegated authority to make decisions and empower others to do the same, ensuring decisions are made at the appropriate level and in a timely manner • Collect, analyse and interpret data from credible sources to support decision-making • Understand situations fully, including the needs and expectations of others and advise the team on the best course of action

		• Make informed decisions or recommendations, even with incomplete information • Ensure consultation with others to understand the impact of decisions on the team, services and end users, especially when making difficult choices
Engaging People	**Leadership:**	• Lead, motivate and influence key personnel across the diocese, ensuring the team understands their goals, priorities and timelines • Welcome and address feedback and challenges from others and support and defend your team's actions and decisions when needed • Model and promote high standards of practice and behaviour in parishes, Mission Communities and the workplace • Recognise and praise team achievements, inspiring and motivating them to engage fully in their roles • Support team members in managing conflict, misconduct and non-inclusive behaviours, escalating issues to senior management as required
	Communicating and Influencing:	• Ensure effective communication within the team and with the wider Mission and Ministry team, EDBF employees and external agencies • Monitor and improve communication effectiveness within your projects and team • Deliver difficult messages clearly and sensitively, considering individual needs and the impact of your language • Communicate in a clear, honest and positive manner to build trust, simplify complex issues and use appropriate styles to enhance understanding • Remain open-minded and impartial, valuing different perspectives and responding constructively to feedback to build a cohesive team
	Working Together:	• Build and maintain a professional network with key personnel and agencies across the diocese to achieve shared objectives • Foster teamwork within your team and across the diocese, understanding and supporting diverse team needs • Invest in team development, create a positive team spirit and remain approachable, using diplomacy, patience and a sense of humor • Lead by example, promoting an inclusive environment where all opinions are valued and where bullying, harassment and discrimination are not tolerated

		• Oversee wellbeing support, helping colleagues when needed and be mindful of your own wellbeing
Delivering Results	**Developing Self and Others:**	• Identify skill and knowledge gaps within yourself and the team; prioritise learning and development and facilitate internal training and shared learning opportunities • Monitor and support team members' training and development to achieve goals and enhance professional excellence • Provide development opportunities for team members, ensuring they make the most of learning opportunities and offer coaching and mentoring as needed • Share learning experiences with teams across the EDBF and the diocese, adapting organisational plans and processes as necessary • Recognise stress in yourself and others, providing or seeking appropriate support and referring issues to senior management when needed
	Managing a Quality Service:	• Address the complexity and diversity of service recipients' needs to ensure high-quality, effective and efficient service delivery • Drive and oversee initiatives related to policy, process and procedure improvements, monitoring the long-term impact of changes • Develop various delivery methods and maintain professional standards of excellence within team services • Collaborate with senior management to create practical plans for service delivery, ensuring compliance with legal, regulatory and governance requirements • Understand team needs, hold regular meetings, act on feedback and help the team manage risks and find solutions
	Delivering at Pace	• Ensure the team understands their roles, responsibilities and priorities, setting clear processes and standards for timely and effective service delivery • Provide the team with necessary resources and adjust as needed to meet service delivery expectations • Maintain your performance and regularly review the team's work against goals and expectations, adjusting workloads and priorities as necessary • Give the team space and authority to achieve their goals, offering support, guidance and advice to ensure effective application of delegated responsibilities