

<b>Job Title</b>	<b>Area Director of Ministry (Two Cities)</b>
<b>Reports to</b>	Responsible to the Area Bishop and line managed by the Diocesan Director of Ministry.
<b>Team</b>	Ministry Team
<b>Directorate</b>	Ministry
<b>Location</b>	The Old Deanery, Deans Court, London
<b>Contract type</b>	Permanent, part-time 0.6 (21 hours)
<b>Job Grade</b>	E
<b>Requirements</b>	Enhanced DBS Required/ Occupational requirement to be a practicing Christian

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<b>Job Purpose</b>	The Two Cities Area Director of Ministry is a member of the Two Cities Area Team, responsible for providing visionary leadership and ensuring good management of key ministry initiatives. Specifically, the postholder oversees fostering vocations to lay and ordained ministries, directing ordinands, supervising post ordination training, overseeing clergy ministerial review, development (MDR), and training and facilitating lay training programmes. As a member of the Two Cities Area Team the Area Director of Ministry, working closely with the Area Archdeacons, will also contribute to strategic planning and implementation of ministry objectives within the Area.
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<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.</p>
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<b>Our Mission, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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**Equality,  
Diversity, and  
Inclusion  
Statement**

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

**Safeguarding  
Statement**

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Job Scope**

Direct and indirect reports	The Two Cities and Stepney ADI The Two Cities CMD Officer The Two Cities Warden of LLMs The Two Cities AADOs
Budget responsibilities	The Two Cities ADM budget
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none"><li>• Provides service to LDF employees, clergy and members of diocesan community.</li><li>• Supports all members of the People team.</li><li>• Maintains professional relationship with service providers.</li></ul>

**Job  
Responsibilities**

**Develops Vocations and Support Ordinands**

- Organises events to equip and inspire both lay and ordained vocations.
- Collaborates with clergy/churches to nurture a diversity of vocations.
- Leads the AADO team overseeing candidate discernment and ordinand training.
- Supports ordinands through training, collaborating with TEIs.
- Organises the UBT for the Two Cities Area.

**Manages Post-Ordination Training, CMD and IME2**

- Oversees Area post-ordination training programs with Stepney Area (IME2).
- Plans Area ordination retreat and service with Stepney Area.
- Manages the curate placement process and oversees curates' reviews for the Two Cities Area.
- Organises induction and training events for clergy and LLM development.
- Facilitates Area training events (including Clergy Study Days and Area Conferences)
- Oversees the Two Cities Area process of Ministerial Development Review (MDR)
- Ensures regular communication about training opportunities and oversees grants.
- Participates in and delivers diocesan and national training programmes.

**Lay Training**

- Ensures high-quality training for lay ministers.
- Communicates training opportunities within and beyond the diocese.

**Collaborates & Communicates**

- Participates in regular meetings with the Area StaffTeam.

- Works with Diocesan Director of Ministry and within Diocesan Ministry Team.
- Works with other ADMs, DDO and participates in diocesan initiatives.

### Team Leadership

- Recruit, manage, motivate, and develop direct reports, promoting continuous learning and collaborative working.
- Undertake other duties commensurate to the role.

Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<b><i>Education and experience</i></b>		
	Is ordained		<b>x</b>
	Experience of Ordained/Lay Ministerial strategic planning	<b>X</b>	
	Experience of teaching/training theology or ministry	<b>X</b>	
	Is a practicing Anglican	<b>x</b>	
	Demonstrate good conflict management skills	<b>X</b>	
	Experience of fostering vocations	<b>X</b>	
	Significant experience in effective parochial ministry	<b>X</b>	
	Experience managing/supervising a team	<b>X</b>	
	<b><i>Knowledge and skills</i></b>		
	Knowledge of the New Diocesan Discernment Process		<b>X</b>
	IT proficiency (MS Office suite)		<b>X</b>
	Knowledge of IME2 provision		<b>X</b>
	Strong verbal and written communication	<b>X</b>	
	<b><i>Other requirements</i></b>		
	Willingness to flexible working	<b>X</b>	
	Right to work in the UK	<b>X</b>	
	A commitment to professional development	<b>X</b>	
<b>Person Specification – Competencies and Behaviours</b>			
<b>Focus on Self</b>	Monitors and implements strategy to develop employee wellbeing		
	Monitors ethical practices, standards and systems and reinforce their use; respects and represents LDF in a confident, honest, ethical and professional way and set an example for others to follow		
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint		
	Positively utilises diversity as a strength in line with LDF values Promotes inclusive practices		
	Implements processes for the management of conflict and disputes, aligned to LDF policies, and takes action on escalated issues		
	Builds and uses connections with colleagues, communities and partners within and outside the LDF; fosters cooperation across workgroups		

<b>Focus on Others</b>	Models and promotes teamwork and encourages a culture of recognising the value of collaboration; fosters productive working relationships and builds culture of consultation and works proactively to overcome barriers to collaboration.
<b>Focus on Team</b>	Communicates and manages WHS expectations and responsibilities; consistently communicates with people about safety and wellbeing Provides support for stressful or critical incidents
	Reviews safeguarding performance and identifies key risk areas for area of responsibility, taking a systematic risk management approach to safeguard health and safety of self and others
<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Service</b>	Identifies people's needs and methods for engagement; oversees service delivery and cooperates across work areas to improve outcomes for people
	Initiates, prioritises, consults on and develops individual and team service delivery goals, strategies and plans; monitors progress against aims and goals of the team/unit when prioritising own and others' work; evaluates achievements and adjusts future service plans accordingly
	Makes decisions in the face of diverse opinions or complex/crisis situations, that are consistent with values, policies and procedures; uses valid, reliable and sufficient information to make decisions
	Applies secure processes and systems for capturing relevant workplace knowledge; applies policies for the protection of confidentiality of people
<b>Aligns with strategy</b>	Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area; identifies and creates opportunities to initiate new connections that will facilitate the achievement of organisational goals within own area
	Actively contributes to improvements and innovations; actively participates in reviews of policies, programs, practices and services

*Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*