

Head of Ministerial Development & Wellbeing

JOB PROFILE	
Title:	Head of Ministerial Development & Wellbeing
Reports to:	Director of Discipleship & Ministry (Discipleship & Ministry Team)
Management Responsibility for:	<u>Employed roles:</u> Diocesan Chaplaincy Lead, Partnerships Officer, Enhancing Diversity Lead <u>Volunteer roles:</u> Disability Advisor, Warden of LLMs, Spiritual Direction and Deliverance & Healing Teams
Location:	Jubilee House, Southwell
Basis of employment:	Full Time 35 Hours
DBS check required? (Yes/No)	Yes
Special conditions of employment	
Date written/updated	June 2025

Purpose of Role
<p>The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence and Courage. As part of the Discipleship & Ministry Team, the Head of Ministerial Development and Wellbeing has a key role to play in articulating a vision, building the structures, and providing the support for all those in licensed ministry (lay and ordained) to continue growing as leaders as they lead the work of Growing Disciples across the diocese.</p>

PRINCIPAL TASKS
<ul style="list-style-type: none"> • Work alongside our existing and innovative team (each carrying their own portfolios – such as IME2 or Y&C Ministry Training, for example) to further develop our strategy for the ongoing ministerial development of licensed lay and ordained leaders, enabling all to <i>abound</i> in the work of the Lord (1Cor 15.58) while also <i>abiding deeply</i> in Christ (John 15.4). • Provide high quality resources and contribute teaching and training to all licensed ministers (lay and ordained) to further their own development as leaders of the diocesan vision, connecting development opportunities with other programmes (such as diocesan-wide learning communities, for example) • Provide 1:1 consultancy support for clergy development • Manage our Ministerial Development Review approach, including training, supporting and allocating reviewers, overseeing the delivery of the MDR process, and facilitating

MDR follow-up in a way which leads to ongoing pastoral engagement and vocational development with individual clergy

- Oversee the specific processes and budgets for sabbaticals, CMD grants and retreats
- Lead our strategic approach to clergy wellbeing, establishing and embedding a culture in which good relational, mental and emotional health are seen as fundamental to Christian ministry. Ensure diocesan policies and approaches attend to Clergy wellbeing, and establish systems of measurement and improvement, engaging wider structures as appropriate.
- Provide management support to the Warden of LLMs, promoting the ministry post-licensing.
- Offer line management responsibility, connection into wider D&M activities and alignment with the diocesan vision for the following teams and groups:
 - Chaplaincy
 - Partnerships
 - Spiritual Direction
 - Enhancing Diversity
 - Deliverance & Healing ministry
- Be visible within parishes, offering preaching and teaching where possible, and liaising with the diocesan Communications team to promote and raise awareness of leadership development and wellbeing.
- Contribute to (and realise the benefits of) national and regional networks.

Additional Tasks

- Play a full role in the life of the Discipleship & Ministry team, including participation in shared development activities and a willingness to engage and offer leadership (as required) in the team's corporate life of prayer and worship.
- Coordinate with other diocesan teams as and where appropriate, and champion the diocesan Vision and Strategy in all contexts.
- Offer line management and personal development support to Discipleship & Ministry team members, as the emerging structures require.
- Strategically provide Sunday support to Churches as agreed.

PERSON SPECIFICATION

General

- Ordained minister, with at least 5 years experience leading parish ministry, aware of and enthusiasm to champion the diocesan vision and strategy
- Gifted and experienced in a way that engenders very substantial respect among clergy and lay colleagues across the Diocese, able to work across the different traditions of the CofE
- Personal and spiritual maturity
- Full driving licence

Qualifications & Training

- Minimum undergraduate degree in theology (or similar); or equivalent level of ministerial theological education and experience, with particular interest in learning, development and wellbeing matters

Experience

- Track record of collaborative leadership, with understanding of the dynamics of 'resource' churches and the means of achieving financial sustainability
- Success in building and leading teams, with a track record of working collaboratively and effective coaching / mentoring / supervising of others
- Highly experienced at spotting gifts in others and releasing them into new opportunities
- Budget planning and control
- Experience of safeguarding issues in relation to public ministry
- Experience of supervising volunteer staff

Knowledge, Skills & Abilities

- Highly strategic leader, with proven gifts of implementation
- Knowledge, passion and skills in the area of adult learning and development
- Able to glean and share best practice across different churches and contexts
- Ability to design and deliver high quality vocational, ministerial and/or theological training events and courses
- Cognisant of core and emerging themes in terms of clergy wellbeing and support
- Mediation, negotiation and conflict resolution skills
- Motivator of others and highly approachable with outstanding interpersonal skills

Personal Qualities

- High self-awareness and emotional intelligence
- Self-reflective
- Ability to work independently in handling a diverse workload and in keeping to deadlines
- Imagination and a flare for innovation
- Committed to his/her own professional development

TERMS OF EMPLOYMENT	
Work pattern	Standard working hours are 35 hours per week. Flexible working essential according to the needs of the role and responsibilities
Salary	£48,920 – 51,949
Holiday	25 days per annum plus 8 bank holidays and 5 discretionary days
Probation	6 months
Special Conditions	There is a genuine occupational requirement for the post holder to be an ordained Anglican priest. Full driving licence required.

The Diocesan Board of Finance intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-

holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

June 2025