

***A worshipping, growing and transforming Christian
presence at the heart of every community***

Head of Clergy Development

Employer:	Manchester Diocesan Board of Finance (MDBF)
Normal place of work:	St John's House, 155-163 The Rock, Bury BL9 0ND
Salary:	Diocesan Pay Scale Band 6.1 – 6.2 (£43,239 - £45,512)
Contract:	Permanent
Hours of work:	35 hours per week

Purpose

The Head of Clergy Development has primary responsibility for the organisation and delivery of Continuing Ministerial Development (CMD), programmes of Lifelong Learning and Sabbaticals within the Diocese for Ordained Licenced Ministers, with a particular responsibility for those in training posts (IME Phase 2).

A typical curate cohort would be between 20 and 25 curates; the Head of Clergy Development may be responsible for around 75 curates at any one time.

Background information

The Diocese of Manchester is the Church of England in Bolton, Bury, Leigh, Manchester, Oldham, Rochdale, Salford, and parts of Rossendale, Stockport, Tameside and Trafford. To find out more about the unique make-up of the diocese and its diverse activities, visit the website www.manchester.anglican.org

This is a full-time post working for the Diocese, based at Saint John's House (Bury), but will involve considerable travel throughout the Diocese, and occasionally nationally, to attend meetings and events. This will include evenings and weekends for which time off in lieu will be given.

Accountability and key relationships

The post is line managed by the Director of Vocations and Director of Strategy (Mission).

There will be a key relationship with the Bishops of Bolton and Middleton who take responsibilities for particular cohorts of curates. The postholder will work with other key members of the DBF team including the Head of Lay Development and the Development and Training Officer.

Key Tasks

- Ongoing development and management of the IME Phase 2 programme for curates to ensure it satisfies national requirements and links with the Diocesan strategy
- Work closely with Emmanuel Theological College to develop opportunities for closer working on CMD. This will be a strategic objective over the next 5 years
- Develop and manage of CMD programmes for Training Incumbents, First Incumbents and 'Changing Posts'
- Involvement in the management of Diocesan CMD events and programmes including Formation Days and other key training events
- Oversee the sabbatical programmes for clergy and managing CMD requirements which are the result of Ministerial Development Reviews
- Administer Continuing Ministerial Education (CME) grants
- Keep abreast of national CMD and initial training requirements (IME Phase 2) for the diocese
- Provide regular and ad-hoc reports to the Bishops Leadership Team and other leadership groups on aspects of work

Person Specification

Key: (AF) Application Form; (I) Interview;

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
Degree level theological qualifications	✓		AF/I
Adult education qualifications or equivalent		✓	AF/I
Experience			
Proven experience in teaching courses and / or leading training in an 'in-service' context	✓		AF/I
An understanding and appreciation of ministerial training and the particular and current issues around IME 4-7	✓		AF/I/P
Active experience of and involvement in Christian Ministry	✓		AF/I
Awareness of the changing contexts for and responsibilities on ministers in the Church of England	✓		AF/I/P
Experience in supporting adult learners		✓	AF/I
Experience in mentoring or consultancy		✓	AF/I
Knowledge and Skills			
An enabling communicator and an enthusiast	✓		AF/I/P
Pastoral skills to support those newly ordained and those developing ministerial competencies and experience	✓		AF/I
Ability to design / shape training programmes / events with a clear purpose, rationale and outcomes	✓		AF/I
People - and management - skills to work with others, colleagues and	✓		AF/I

volunteers, both in Church House and in parishes			
Able to organise own workload, manage programmes, and keep several projects running simultaneously	✓		AF/I
IT Skills – Word, email, internet resources	✓		AF/I
Ability to work on own initiative and develop new systems		✓	AF/I
Personal Qualities			
Someone at ease with the diversity of the Church of England, committed to mission and collaborative ministry and confident in their own Christian faith	✓		AF/I
Able to empathise with and support the varied demands of ministry, including stipendiary and self-supporting, newly ordained and those ordained many years ago, across the breadth of the diverse diocese	✓		AF/I
Work-related Circumstances			
Able to work flexibly, including evenings and weekends	✓		AF/I
Able to travel to meetings and parishes across the diocese	✓		AF/I

*Where an applicant is unable to drive due to a disability we will work with the candidate to look at reasonable adjustment to the role.

There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.

The role is open to lay and ordained applicants

Summary of Terms & Conditions of Employment

Employer	Manchester Diocesan Board of Finance (MDBF)
Line Manager	Director of Vocations and Director of Strategy (Mission)
Contract	Permanent
Probation	Appointment is subject to a 6-month probationary period
Location	St John's House, 155-163 The Rock, Bury BL9 0ND
Hours	The role is full time (35 hours per week)
Salary	Diocesan Pay Scale Band 6.1 – 6.2 (£43,239 - £45,512)
Pension	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product
Annual Leave:	22 days' entitlement for the first 12 months of employment, rising to 25 days annual leave thereafter, in addition to bank holidays and 3 church days

Closing Date: 12 noon, Tuesday 19th September 2023

Interview: Interviews will hold at St John's House, date to be confirmed