

Director of Studies for Pastoral Workers

Part-time post: 14 hours p.w., with some flexibility in hours required.

Reports to: Director of Ministry

Based at Church House, Daresbury with administrative support provided.

The post holder must be a driver and have access to a car appropriately insured.

job description

Role and Responsibilities

To oversee the initial training of those selected to be Pastoral Workers

* To review candidate’s progress through the year on Foundations for Ministry (FfM)
* To be an assessor/marker of FfM assignments
* To enable the completion of all six PW specific training modules by candidates
* To manage all tutors contributing to the PW programme; especially ensuring curriculum compliance, quality assurance, and fair assessment
* To teach on the programme as necessary (and never less than on one module)
* To recruit appropriately qualified and experienced tutors and assessors
* To maintain the PW specific modules of the HE Certificate; having particular regard to university requirements, updating materials, and developing the programme in the light of pastoral practice
* To make sure each candidate has a mentor through years 2 and 3 of training; to recruit such individuals and ensure their practice is appropriate
* To be responsible for proper assessment for all candidates, both pastorally and academically, and to present those suitably trained to the Bishop for licensing
* To provide tailored training pathways for candidates with special needs
* To deal with all issues of accreditation of prior learning or experience
* To be in close liaison with the Warden of PWs especially concerning the annual PWs service, selection processes, and matters of pastoral concern regarding candidates in training
* To provide in-service learning opportunities in co-operation with the Warden of PWs and other officers of the CfM
* In co-operation with the Director of Ministry to control expenditure in line with the budget provided for PW training
* To be an officer of the CfM – attending meetings as required, maintaining a working hours log, participating in the annual review process, and contributing to the overall work given to the committee
* To undertake other duties as may be reasonably required

person specification

essential skills and qualifications

* Proven experience of successfully developing lay ministry
* Adult education experience
* Theologically able
* A good honours degree, preferably in theology or a kindred subject, which is acceptable to the University of Chester for approval as a tutor
* Recognised experience of pastoral ministry
* Proven capabilities in working with volunteers
* IT literacy, and in particular experience in the Microsoft Office suite of computer programmes
* Able to manage a wide range of activities running concurrently
* Able to operate across the breadth of church traditions represented in the diocese
* Committed to collaborative ministry and able to work in partnership
* Ability to manage expenditure within an agreed budget
* Approachable with listening skills

Preferred Skills

* Evidence of thriving in a dual role ministry (if an authorized minister) or in a dual role job (If not a minister)
* A higher degree
* Previous experience of tutoring/teaching in an adult education environment
* A capable administrator

Additional Notes

An Occupational Requirement within the Equality Act 2010 applies.