

**Job Description**

**Job Title:** Bishops’ Adviser for Ministerial Development

**Salary Range:** Range: Full Time Equivalent £29,611 - £31,892 dependent on experience

Actual salary for working 17.5 hours per week £14,805.50 - £15,946

**Hours of work:**  Half time17.5 hours per week

Some flexible working is required e.g. travel around the diocese and work at weekends. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

**Normal place of work:** Church House, Daresbury

**Overall Purpose of the Post:**

The Bishops’ Adviser for Ministerial Development will:

* Work with colleagues to oversee the setup, implementation and ongoing review of a diocese-wide Ministerial Development Review (MDR) scheme that is flexible, accessible and thorough
* Work with colleagues on provision of appropriate Continuing Ministerial Development (CMD) resources for both ordained and licensed lay ministers
* Liaise with colleagues on the administration of clergy sabbaticals

**Accountability and key relationships:**

* Line Manager: The Director of Ministry
* The Bishops’ Adviser for Ministerial Development is also accountable to the bishops and to the Chair of the Committee of Ministry (currently the Bishop of Stockport).

Other key relationships include:

* The Bishops and Archdeacons
* The Director of Ministry and colleagues within the Ministry department
* Colleagues within Church House and Bishop’s House
* Other MDR and CMD officers
* The National Ministry Development Team

**Principal Duties and responsibilities:**

* In collaboration with the bishops, archdeacons and others, implement an MDR scheme that conforms to the national guidance and addresses the specific context of ordained ministry within Chester Diocese
* Ensure adequate training and support is offered to all reviewers
* Work with colleagues at Bishop’s House to ensure that the outcomes of reviews are documented and filed appropriately
* Work with colleagues to review and address specific and recurring training needs identified in the MDR process
* Work with colleagues on the provision of appropriate CMD resources for ordained and lay ministers at diocesan level
* Work with colleagues to track and signpost other appropriate regional and national resources for CMD
* Liaise with the Bishops’ Adviser for Curate Development & Clergy Transitions on CMD provision and resources for clergy
* Liaise with the Bishops’ Adviser for Self-Supporting Ordained Ministry on MDR and CMD provision for SSMs
* Liaise with the Bishops’ Adviser for Licensed Lay Ministers on CMD provision and resources and ministerial development review for licensed lay ministers
* Co-ordinate with colleagues on clergy sabbaticals and grants
* Work with the wider Ministry team on areas including vocations, lay ministers, initial and continuing learning and development for lay and ordained ministers, marking and monitoring of assessed work, wider training and learning resources
* Liaise with colleagues across Church House and the Diocese to resource and support ministerial development
* Stay up to date with national developments in MDR and CMD
* Track and report on statistics and trends arising from the MDR process

**General Duties**

* Take part in regular line management meetings and a cycle of performance review
* Ensure that records are kept that are accessible, accurate, securely held and able to be analysed
* Engage fully with the diocesan safeguarding process, training and culture, working with colleagues to ensure a consistent culture of safer practice
* Monitor expenditure and budgeting for the specific areas of work
* Attend relevant national meetings and consultations
* Attend Diocesan and departmental staff and other relevant meetings
* Subject to other duties, speak at appropriate services and meetings
* Promote departmental collaboration and work closely with colleagues in Church House in contributing to projects and activities to deliver diocesan priorities
* Play a full part with other staff in the activities of the Diocese
* Undertake training as required
* Carry out other such reasonable duties of a similar or related nature as may be required

Date: August 2023 *Note – this job description does not form part of your Contract of Employment.*

Open to lay or ordained; for an ordained candidate, could be combined with a part-time parish post