

**Volunteer Assistant Director of Ordinands Role Description**

The Oxford Diocesan Board of Finance (ODBF) is committed to promoting a safe environment and culture for everyone.

The individual appointed to this volunteer role must be committed to ODBF’s vision and values. Our common vision for a more Christ-like Church, contemplative, compassionate and courageous for the sake of God’s world is set out at <https://www.oxford.anglican.org/who-we-are/our-vision-and-values/>

**Main purpose of the role**

The overall purpose of this voluntary role is to work in support of the Diocesan/Area Director of Ordinands in the designated Archdeaconry to coordinate the process of discernment, training and formation of candidates for public, professional ministry as priests and deacons in the Church of England.

The role will work with candidates for ordination and other ministries, including supporting candidates from enquiry to ordination/commencement of ministry.

**Responsibilities - what will you be doing?**

The volunteer Assistant Director of Ordinands could be responsible for the following matters:

* Administering the *Shared Discernment Process* as practised in the Diocese of Oxford from initial candidate referral through to the conclusion of the process, feedback and closing candidate files.
* Oversight and pastoral care of ordinands during their training and transition to public, professional ministry. Including liaising with training institutions, supporting ordinands with maintenance grants and hardship funding, and supporting ordinands through appointment to a title post.
* Sharing in the work of the Vocations and DDO Team, including attending Team meetings and regular supervision, attending and supporting the organisation of ordinations and retreats when required, keeping informed of the latest insights and good practices in Vocations and Discernment work.

**In addition, if time permits:**

* Help contribute to the development of policy and practice relating to vocation, discernment, and training, and assist with events that put before people in our diocese the variety of ministries to which they might be called.
* Giving information and resources to enquirers, liaising with and supporting the Diocesan Network of Vocations Advisers, alongside the Vocations and DDO Team.

**Key working relationships**

The volunteer Assistant Director of Ordinands will be supervised by the relevant Area Director of Ordinands and will work closely with:

* The Vocations and DDO team
* Members of the Safeguarding team
* Bishop and Archdeacon of the designated Archdeaconry
* Vocations Advisers
* Clergy and laity in the diocese
* Staff of the Ministry Division of the Archbishops’ Council

**Other key relationships**

* Staff and volunteers within the Department of Mission and Ministry
* Area Deans and Lay Chairs
* Directors of Ordinands from other dioceses

**Location and hours – when and where you will be doing it?**

* Working from home with access to meeting rooms at Church House Oxford and other locations within the diocese by arrangement
* Work within the designated Archdeaconry
* Approximately 8 days per month
* It is appreciated that this is a voluntary role, held alongside other responsibilities.
* Each volunteer Assistant Director of Ordinands is encouraged to monitor and manage how their time and skills are used to best effect.

**Support you will be given**

* An induction into your role
* A ‘settling in’ or ‘trial’ period
* Ongoing support, accountability, oversight and regular supervision

**General Information**

* This is a volunteer role for which expenses will be paid.

**Person Specification - Knowledge, Skills and Experience**

We are looking for volunteers with the following knowledge, skills, experience and personal attributes that a person needs to carry out the above role.

**Essential:**

* Experience in the areas of discernment and pastoral care and especially with people who are offering for public and professional ministry.
* A lively faith that finds expression in prayer and public worship as well as in the manner of life.
* Experience working with individuals in depth.
* Experience in handling sensitive safeguarding issues and familiarity with the expected level of safeguarding training for those in ordained roles.
* Experience working in a consultative and collaboratively way with colleagues.
* Ability to work independently and flexibly – managing time well
* Able to work with different theological approaches within the Anglican Church.
* Good reporting skills and ability to work within the frameworks of Church of England policy.
* Basic computer skills: the work requires word processing, handling e-mails and the internet, and some database and spreadsheet use.
* The ability to travel across the Diocese of Oxford, mostly within the designated Archdeaconry and to team meetings.

**Desirable:**

* Experience in interviewing and assessing the vocational calling and suitability of those who present themselves as candidates for public, professional ministry.
* A member of the Church of England, who is enthusiastic about developing ministries and is committed to the work of discernment.