



**Job title:** Parish Development Adviser (Dorchester)  
**Grade:** Band I  
**Employer:** Oxford Diocesan Board of Finance  
**Department:** Department of Mission & Ministry  
**Line Manager:** Director of Mission & Ministry  
**Accountable to:** Director of Mission & Ministry & Area Bishop of Dorchester  
**Responsible for:** N/A  
**Location:** Church House Oxford, Langford Locks, Kidlington, OX5 1GF

The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](http://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](http://oxford.anglican.org/annual-review).

## **JOB PURPOSE**

As part of the Area Team, support and resource mission and ministry which enables the growth of the local church (numerical, spiritual and community impact), working with people, parishes, benefices and deaneries through discernment, facilitation, training, consultancy and encouragement.

This includes encouraging, facilitating and supporting the emergence and development of new congregations / worshipping communities of every type, tradition, shape and size across the Area fostering a culture where new congregations flourish alongside and within traditional expressions of church.

## **PRINCIPAL ACCOUNTABILITIES**

1.	<b>As a member of the Area Team support the development and implementation of area vision and strategy for mission and growth.</b>	<b>70%</b>
2.	<b>As a member of the Area Team, encourage, facilitate and support the emergence and development of new congregations across the Area.</b>	<b>20%</b>

3.	<b>To undertake wider agreed tasks that support the work of the department of Mission and Ministry and their own professional development.</b>	<b>10%</b>
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## **DUTIES AND RESPONSIBILITIES**

### **1. As a member of the Area Team support the development and implementation of area vision and strategy for mission and growth.**

- Work with the Area Bishop, Archdeacon, Associate Archdeacon, Discipleship Enabler, Area Deans and Lay Chairs in the development of vision, strategy and leadership at archdeaconry and local levels, enabling deaneries, benefices and parishes to re-imagine the future of the mission and ministry of the Church.
- Offer consultancy and facilitation to people, parishes, benefices, teams and deaneries in order to enhance their missional impact, spiritual health and organisational wellbeing.
- Support, guide and advise all parishes and benefices in vacancy in the development of their parish/benefice profiles.
- Support and enable parishes/benefices in more fully engaging with our Common Vision and focal areas and the missional resources provided to support them.
- Work with Area Deans in undertaking consultancy with individuals and teams, helping parishes and benefices to manage pastoral re-organisation, and engage in trouble shooting and conflict resolution as agreed.
- Offer transitional consultancy/coaching to incumbents in their post of first responsibility in their first year as required.
- To act as the principal point of contact/key conduit of information, including local development/training needs, between the Area, local churches and colleagues within the department of Mission and Ministry, drawing and matching upon other resources as required.
- To meet with training incumbents and curates in the spring of year one of the curacy to review the development of their working relationship and offer further support as required (to be reviewed as part of the 2023/24 mid-year review process).

### **2. As a member of the Area Team, encourage, facilitate and support the emergence and development of new congregations / worshipping communities across the Area.**

- Enable increased understanding, engagement and confidence in the missional potential of new congregations
- Build relationships with potential, emerging or existing leaders of new congregations
- Foster and grow the engagement, understanding and skills of these leaders through appropriate opportunities including learning community 'Greenhouses' or equivalent
- With the New Congregations Programme Leader:
  - support and enable the identification and training of potential Greenhouse convenors.
  - contribute to the participation of potential and existing leaders in Greenhouse Launch Events.
  - support the Greenhouse facilitators in the life cycle of the Greenhouse and the twice-yearly Greenhouse gatherings.

- Work with the New Congregations coach/consultant to provide accompaniment to Greenhouse facilitators and others to support their and deepen their understanding and development around new congregations and the skills in running a Greenhouse.

### **3. To undertake wider agreed tasks that support the work of the Department of Mission & Ministry and their own professional development.**

- Hold and develop the brief for mission and ministry within the rural context across the work of the Department
- Assist and resource the Bishop of Dorchester in his holding of the episcopal brief for supporting rural ministry
- Participate fully in departmental and team meetings and training events
- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training as agreed by the line manager.
- Maintain up-to-date knowledge of technical competency areas
- Comply and fully cooperate with ODBF health and safety policy.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Guard and resource their own spiritual growth and well-being.
- Participate in the ODBF performance management processes.

## **DIMENSIONS**

- **Relationships** – develop and maintain high-quality relationships of trust with key stakeholders at all levels, but particularly with Area Deans, Lay Chairs, local clergy and churchwardens
- **Delivery** – deliver creative, well-planned interventions of consistent high quality.
- **Financial** - To manage an individual PDA project budget of £1300 and ensure awareness and engagement with the new congregations budget of £4.5m.

## **PLANNING AND ORGANISATION**

- Be committed to the Diocesan vision, ethos and strategy process and play a full part in facilitating its discussion and implementation.
- Contribute to planning undertaken at an Archdeaconry and Deanery level working alongside Area Bishop, Archdeacon, Associate Archdeacon, Area Deans, Lay Chairs and the Archdeaconry Mission and Pastoral Committee etc.
- Contribute to the planning, delivery, monitoring and learning of the New Congregations' programme.
- Cooperate with both clergy and lay people in developing resources to promote and enable effective parish development for mission.
- Establish clear expectations with parishes and deaneries for any work they are to undertake with them.

- Act as an effective conduit for requests from the Archdeaconry for support, facilitation or training advice to members of the Department of Mission & Ministry and vice versa.
- Prepare an annual work plan in line with Departmental strategic objectives.

## **DECISIONS**

Within the overall task, the PDA will be expected to:

- Prioritise their own work across the range of principle accountabilities.
- Work both on their own initiative and collaboratively.
- Make time for their own professional and spiritual development.
- Share in the wider work of the Department of Mission & Ministry. This will include full involvement in departmental meetings and attending focus area or other subgroups as necessary.
- Work creatively within the dynamic of belonging both to a Diocesan and an Archdeaconry team.

## **CONTACT WITH OTHERS**

- Area Bishop, Archdeacon and Associate Archdeacon
- Director of Mission & Ministry
- Area Discipleship Enabler and other members of the Area Team
- Area Deans and Lay Chairs
- New Congregations team (the Programme Leader, Project Manager and Project Support Assistant)
- People and parishes in the Archdeaconry particularly clergy, churchwardens and PCCs
- Parish Development Advisers of the other archdeaconries
- All other colleagues of the Department of Mission & Ministry
- All staff in Church House Oxford
- Other Bishops, Archdeacons, Clergy and Laity in the Diocese

## **PROFESSIONAL STANDARDS - KNOWLEDGE SKILLS AND EXPERIENCE**

The person appointed will be a committed member of a Church recognised by the National Council of Churches Together in Britain and Ireland and in sympathy with the aims and approach of the Church of England.

### **Essential**

You will be able to demonstrate some experience of:

- Creative approaches to mission in today's context that enables the development and implementation of strategic vision including an understanding of the role of new congregations /fresh expressions of church or church planting within it.
- Working creatively and effectively with different theological traditions and approaches within the Anglican church.
- Functioning in a consultative or facilitative role to individuals, groups or organisations.
- Discerning and enabling community engagement and development.
- Designing, developing and facilitating learning/training events in response to expressed and developing needs.
- Ability to work collaboratively in a team.
- Excellent communication and interpersonal skills with the ability to relate to people at all levels.
- Living and working creatively in an organisation that is engaged in change.
- Ability to work on own initiative whilst adapting and flexing to meet competing and changing deadlines.
- Writing reports, managing budgets and resources.
- Ability to travel across the Diocese in general and your designated Area Team in particular.

### **Desirable**

- Ministry (in its broadest terms) at the local level, recognising its opportunities and constraints and an ability to grasp issues parochial clergy have to grapple with in different settings.
- Experience or demonstrable understanding of the particular context of mission and ministry within a rural context.
- A particular interest or background in an area of mission or practical theology or learning and development and the relevant skills in working with adult groups in these areas.

## GENERAL INFORMATION

Band	Salary Band I
Remuneration	<p>Salary scale £48,299.07 - £52,014.55 per annum</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Place of work	<p>Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Hybrid working is permitted in line with our Flexible Working Policy and Procedure. Currently, up to two days in any working week can be worked from home or the appropriate pro-rata equivalent for part-time employees.</p>
Hours of work	<p>37 hours per week, with regular, agreed hours and days</p> <p>Your working pattern should be agreed with your line manager; however, it is recognised that this role requires the ability to work flexibly, and evening and weekend work will be required for which time off in lieu may be taken on agreement with your line manager.</p>
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve. It is recognised that some roles may be required to work from home on these days as and when the Board requires it.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website:</p>

	<a href="https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf">https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</a>
Probation period	6 months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).
Circumstances	Due to the travelling required in this post, the post-holder will require a full driving license with access to the use of a vehicle.

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Oxford 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.

**Review Date:** As part of the annual review process.

**Signed:** \_\_\_\_\_ -

**Dated:** \_\_\_\_\_