

JOB TITLE: Interim CMD and Vocations Coordinator
GRADE: Band M
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Mission and Ministry
LINE MANAGER: Director of Formation for Ministry
ACCOUNTABLE TO: Director of Formation for Ministry
RESPONSIBLE FOR: n/a
LOCATION: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
JOB TERM: Fixed Term Contract for up to 6 months, commencing September 2025

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 and oxford.anglican.org/annual-review.

JOB PURPOSE

To provide high-quality administrative support to the Continuing Ministerial Development (CMD) and Vocations teams.

PRINCIPAL ACCOUNTABILITIES

1. To provide administrative support to the Director of Formation for Ministry and to coordinate aspects of the Continuing Ministerial Development (CMD) portfolio.	45%
2. To provide administrative support to the Vocations and DDO team.	45%
3. Undertake wider agreed tasks that support the work of the Department of Mission and Ministry and own professional development.	10%

DUTIES AND RESPONSIBILITIES

1. To provide administrative support to the Director of Formation for Ministry and to coordinate aspects of the Continuing Ministerial Development (CMD) portfolio:

- **Events Organisation and Hosting:**

- Design CMD day events and residentials.
- Collaborate with IME2 team on day training events.
- Liaise with local and national organisations providing CMD through events (e.g., Bampton lectures, Gifford lectures) and programmes (e.g., Clergy Support Trust, Arthur Rank centre).
- Organise CMD events and residentials, including organising Eventbrite, venues, and catering.
- Publicise CMD events, residentials and reflective practice groups, including but not limited to:
 - Sending out invitations to Post of First Responsibility learning community residentials (2 x each year).
 - Setting up Pastoral Supervision Groups (PSGs) with the Director of People.
 - Publicising diocesan and external events and programmes.
 - Ensuring events are publicised in diocesan publications in a timely manner.
- Host CMD day events – including setting up refreshments/lunches and welcoming delegates.

- **Meeting Management:**

- Arrange meeting logistics, including booking venues, coordinating attendees, and setting up virtual meetings.
- Participate in monthly CMD meeting with the CMD team.
- Participate in CMD Team Training days (once per year, January).
- Prepare and distribute correspondence, including emails, agendas, reports, and documentation.
- Take meeting minutes, tracking action items, and ensuring timely follow-up.

- **Administration, Documentation, and Communication:**

- Support the ongoing maintenance of documentation.
- Maintain contact lists and ensure effective communication with internal and external stakeholders.
- Administer and authorise CMD grants each month.
- Administrate the CMD budget.
- Triage grant application correspondence from clergy and lay ministers concerning grants from Bartlett Trust, Bayne Benefaction, Clergy Education Fund, and WCMET.
- Maintain and update the CMD webpages.
- Provide data relating to CMD events when required.
- Liaise with Parish Development Advisers and other departmental staff, as required.
- Liaise with HR on clergy wellbeing issues.
- Liaise with Communications and HR over diocesan publications for ministers' welfare.
- Write and issue CMD news (produced 3 x a year) with occasional shorter updates.
- Maintain the CMD calendar (on Outlook).

- **Coordination:**
 - Co-ordinate and promote the Ministry Accompaniment Network.
 - Liaise with the Regional Learning Partnership on shared training events.
 - Act as Diocesan Adviser for Self-Supporting Ministers (only if within the role-holder's skills, knowledge, and experience).
 - Co-ordinate the clergy dyslexia forum (only if within the role-holder's skills, knowledge, and experience).

2. To provide administrative support to the Vocations and DDO Team, including:

- **Event Organisation and Hosting:**
 - Provide administrative and logistical support for Vocations events.
 - Coordinate event logistics, including venue bookings, catering, travel arrangements, and resource preparation.
 - Host events, including welcoming delegates.
- **Administration, Documentation & Communication:**
 - Administer the Vocations Adviser Network.
 - Keep Vocations Advisers and Champions up to date with National, Diocesan, and Local Vocations developments, ensuring the website is current and developing, as well as managing the Vocations social media channels.
 - Update and coordinate Vocations Advisers' information on Lay and Ordained Ministry process, procedures, and publicity.
 - Respond to initial vocations enquiries and signpost to information and next steps.
 - Support the standardisation of procedures for initial vocation enquiries.
 - Work with the Vocations Adviser Network to establish local direct referrals.
 - Manage explorer referrals to Vocations Advisers.
 - In conjunction with the Area Directors of Ordinands, manage the Voluntary Advisor network.
 - Support the closer alignment of the Vocation Network with the Licenced and authorised ministry training team.
 - Support the capacity of the Vocations and DDO Team in administrative tasks where required.

3. To undertake wider agreed tasks that support the work of the team and your own professional development.

- **IT & Systems Support:**
 - Manage digital files, shared drives, and document storage systems.
 - Provide support with online collaboration tools and virtual meeting platforms.
- **Financial & Budgetary Support:**
 - Process invoices, expense claims, and assist in tracking team expenditure.
 - Provide administrative support for budget monitoring and financial reporting.
- 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.

- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- Comply and fully cooperate with ODBF policies including:
 - Health and safety
 - Dignity and respect in ministry and at work
 - Equality, diversity, and inclusion
 - GDPR
 - Safeguarding

DIMENSIONS

The Diocese of Oxford is committed to enabling the ministry and leadership of the whole people of God in the whole of our lives within its 626 parishes, 29 deaneries, and four episcopal areas. We seek to raise vocations to ordained and licensed lay ministries in order to do this, and the role-holder will be key to fulfilling this ambition.

With the Director of Formation for Ministry and other colleagues in the Formation for Ministry team, the post holder will play a key role in enabling the flourishing of those in licensed ordained and lay ministry, responding, supporting, and resourcing them for the ministry challenges of the present and the future. The role-holder will do this by sharing in the development and delivery of a wide, deep, agile and imaginative Continuing Ministerial Development (CMD) programme which supports, resources and enables the flourishing of licensed ordained and lay ministers across the Diocese.

PLANNING & ORGANISATION

- Provide seamless support to the Director of Formation for Ministry and to the Vocations and DDO Team to ensure efficient operations.
- Prepare and process necessary documentation promptly, including stakeholder and board reports.
- Coordinate and document meetings.
- Organise meetings, training events, and workload effectively, prioritising tasks to meet deadlines.
- Adapt to changing priorities, demonstrating problem-solving skills and creative thinking.
- Manage or assist in organising both internal and external meetings and events.

DECISIONS

- Assess and respond appropriately to requests via phone, email, and post based on urgency.
- Prioritise workload effectively while remaining adaptable to team and departmental needs.

CONTACT WITH OTHERS

Internal

- Director of Formation for Ministry
- Directors of Ordinands
- Vocations and DDO Team Administrative Assistant
- Department of Mission & Ministry colleagues
- Director of People
- Other colleagues within Church House Oxford

External

- Area Teams
- Providers of pastoral support, professional supervision and group facilitation
- Learning and development providers
- Area Deans and Lay Chairs
- Clergy and lay ministers across the Diocese

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Prior experience of working in an administrative capacity.
- Prior experience of events management.
- Excellent verbal and written communication skills, including professional telephone and email manner, with the ability to communicate with people at all levels.
- Proven IT skills with good knowledge of Microsoft Office, including Word, Excel, Outlook, and Zoom/Microsoft Teams.
- High level of accuracy and attention to detail.
- Good organisational skills with the ability to demonstrate initiative and prioritise own workload.
- Ability to work as part of a small team and be a strong team player.
- Able to self-motivate, prioritise, plan, and organise, including when under pressure.
- A flexible approach to working, with a 'can-do' attitude.
- Understanding of, and empathy with, the work of the Church of England.

Desirable

- Experience in working with project budgets and finance.
- A working knowledge of the culture and structure of the Church of England
- Ability to edit web pages using standard tools.
- Experience of taking minutes of meetings.

GENERAL INFORMATION

Band	Salary Band M
Remuneration	£35,352.07 pro rata, per annum (£33,626.63 to £36,213.56 FTE per annum)
Contract term	This is a full-time, fixed-term appointment of up to 6 months' duration.
Hours of work	<p>37 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us, you are entitled to 25 days' annual leave per annum. - 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. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <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</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.</p>
Probation period	2 months, during which time progress is regularly reviewed, and the period may be extended.
Notice period	1 month.

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 ODBF to review job descriptions annually 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: End of Probationary Period

Signed:

Dated: