

Information for Candidates

Head of Discipleship

This is an opportunity for an creative leader to take on a key strategic role within the Diocese, shaping and implementing our vision priorities for Christian formation, nurturing missional disciples and vocations, and in leading a skilled team working on transformative social justice across our diverse communities.

Sharing in becoming a more-Christ-like Church

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 crossroad areas of the world. Our Christian vision, ethos, and principles underpin all that we do and the work of every member of staff. More than 2.5 million people live in the diocese, and this number is set to rise by up to half a million over the next decade.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we believe we are serving to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can read more about it here [Our vision and values - Diocese of Oxford](#). 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.

Nurturing confident followers of Jesus

We have a clear commitment to helping people grow as missional disciples and being equipped to responding to God's vocational callings, beyond as well as within the life of worshipping communities. Our strategic framework 'Everyday Disciples' ([see here](#)), sets out the key shifts in understanding and practice we are currently pursuing under three themes 'chosen', 'called' and 'commissioned'. These include major investments in Children and youth ministry, the YouShape missional communities for 18-30s, Lent 'Come and See' resources and our online Learning Hub. We are looking forward to the new Head of Discipleship bringing their gifts, skills and creativity to refine and shape our priorities, and to the 'hearts and minds' work of implementation across the diocese.

You will not be alone in these tasks. In the wider Department of Mission and Ministry, you will be part of a highly collaborative senior team who share between them key complimentary briefs for Evangelism; Ministry training and development; Vocations to authorised, licensed and ordained ministries and Inter-generational mission. You will also be directly leading and working with a team of skilled specialists resourcing work on Social Justice, Environment Care and Christian Giving. The Environment Care team are recognized nationally at the forefront of this work and are collaborating with our Property and Church Buildings team on a large-scale programme of church and vicarage works towards net zero carbon. The Giving Advisor is nurturing a genuine culture of generosity as an overflow of Christian discipleship. The Social Justice Advisor is supporting as many as 1,700 community projects in the diocese as well as church food banks, Gypsy, Roma, and Traveller networks, work on Equality, Diversity, and Inclusion, and LGBTQIA+ chaplaincy support. You will also have administrative support.

JOB TITLE: Head of Discipleship
GRADE: Band F
EMPLOYER: ODBF
DEPARTMENT: Department of Mission & Ministry
LINE MANAGER: Director of Mission and Ministry
ACCOUNTABLE TO: Director of Mission and Ministry
RESPONSIBLE FOR: Generous Giving Adviser, Environment Action Programme
 Manager, Social Justice Adviser, Administrator
LOCATION: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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JOB PURPOSE

As part of the Department of Mission and Ministry team, to give strategic leadership to deepen Christian formation and missional discipleship, and to nurturing the vocations of all God's people across the diocese, and to oversee the work of the discipleship team in pursuing mission priorities.

PRINCIPAL ACCOUNTABILITIES

1.	Give strategic leadership to support the discernment, shaping and implementation of the diocesan vision and strategic framework for nurturing Christian formation, missional discipleship and the broad vocations of all God's people.	45%
2.	Oversee the work of the discipleship team to ensure integration with agreed missional priorities for Social Justice, Addressing Poverty and Inequality, Environment Care and Christian giving.	25%
3.	Work collaboratively in the strategic leadership team (SLT) of the Department of Mission and Ministry – ensuring close integration of the discipleship strategy with the work of other teams.	20%
4.	To undertake wider agreed tasks that support the work of the Department of Mission and Ministry and their own professional development.	10%

DUTIES AND RESPONSIBILITIES

1. Strategic leadership to support the discernment, shaping and implementation of the diocesan vision, framework and agreed priorities:

- **To nurture Christian formation and missional discipleship –**
 - Work collaboratively with the Bishops' Staff team and DoMM colleagues, to refine and communicate clear strategic goals building on the framework and developing new ideas and initiatives
 - Work collaboratively with area, deanery and parish leaders to develop shared understanding and provide coaching, training and provision of resources

- Develop and lead on the delivery of diocesan-wide initiatives to pilot, model and share transformative learning and practice – including overseeing the current YouShape missional discipleship communities for 18-30s
- Work closely with the Bishop of Oxford and Director of Communications to develop and deliver specific Diocesan-wide initiatives and resources such as ‘Come and See’ and Advent series – ensuring materials are designed and developed to the highest standards within agreed timescales and to maximise engagement and impact
- **To nurture the vocations of all God’s people**
 - Work collaboratively with Bishops’ Staff team and DoMM colleagues to develop a clear strategy for the vocations of all God’s people building on the current framework and developing new ideas and initiatives
 - Discern and develop specific initiatives and ways of resourcing deaneries and parishes which will nurture a clear understanding of the vocational callings for all God’s people (along with but distinct from, specific authorised, licensed and ordained vocations).
 - Identify ways to maximise all lay learning and training opportunities offered through the Department of Mission and Ministry and in particular, extending and developing the use of the on-line Diocesan ‘Learning hub’
 - Support for the formation of authorised, lay and ordained ministers which in turn supports the nurture of all Christian vocations ‘Setting God’s people Free’

In these roles, you will also be able to contribute to and influence, national policy and developments through sharing of diocesan practice and learning in our regular engagements with the Vision and Strategy team, national networks and attending conferences/gatherings as appropriate.

2. Oversee, enable and manage the Discipleship team ensuring focus and integration of their work in delivering agreed Diocesan Missional priorities and outputs.

- Through skilled team leadership, maximise the gifts and skills of the members by creating an inspiring environment with an open communication culture.
- Through good supervision, gain clear understanding to support the strategies and priorities of each area of work, ensure that objectives and priorities are being well communicated, monitored, evaluated, and amended, as necessary.
- Identify and maximise the integration of work to develop multi-disciplinary opportunities and the fruitfulness of the whole Department of Mission and Ministry.
- Ensure that the training and development opportunities that enhance individuals’ professional and personal development are offered.
- Prepare an annual budget and monitor and approve expenditure.

3. Share in the leadership of the Department of Mission and Ministry through proactive engagement in the Strategic Leadership Team.

- Help to discern, contribute and lead creative processes for developing effective cross-departmental delivery planning in line with agreed strategies
- Work collaboratively with those holding complimentary briefs to ensure the fullest possible integration and to maximise fruitfulness – in particular, with the Lead DDO on vocations strategies, the Head of Children and Youth on intergenerational discipleship,

the Director of Formation on training and equipping and the Director of Mission and Ministry on Evangelism

- Collaborate on the planning, direction and leadership of staff meetings and on the preparation of departmental work plans to maximise their effectiveness

4. To undertake wider agreed tasks that support the work of the Department of Mission and Ministry and their own professional development.

- 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

PLANNING & ORGANISATION

The post-holder will:

- In conjunction with SLT colleagues, plan annual work plans for their areas of responsibility in line with departmental strategic objectives.
- Manage multiple priorities and projects anticipating pressure points and projects with competing deadlines.
- Plan and organize their own work and support direct reports contributing to the smooth running of the Department of Mission and Ministry.
- Design and deliver workshops, face-to-face events and online learning resources across the diocese for a variety of stakeholders in support of the discipleship strategy
- Report as appropriate within diocesan structures on the work of the teams and progress towards meeting diocesan missional priorities.

DECISIONS

The post-holder will:

- Have management and operational responsibility for all aspects of the work of the Discipleship team including budgets and other resources.
- Prioritise their own work across the range of principal accountabilities.
- Work both on their own initiative and collaboratively.
- Make time for their own professional and spiritual development.

CONTACT WITH OTHERS

Internal

- Director of Mission and Ministry
- Director of Formation for Ministry

- Lead Director of Ordinands
- Head of Children and Youth Ministry
- Diocesan Secretary
- Bishops, archdeacons and Heads of Department
- Department of Mission and Ministry colleagues
- Other colleagues within Church House Oxford and Area Offices

External

- Incumbents/Associate Clergy/LLMs and lay leaders
- Area Deans and Lay Chairs
- National church teams

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

There is a genuine occupational requirement for the person appointed to 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.

You will be able to offer:

Theological and Ministerial Experience

- An infectious faith expressed in prayer, worship and engagement with scripture, and rooted in a devotional life which sustains through different circumstances and seasons.
- A track record of ministry (lay or ordained) at the local church level, enabling you to clearly empathise with, interpret and respond to the opportunities and challenges faced by parochial clergy and leaders in today's discipleship contexts
- A track record of developing creative and inspiring approaches to nurturing Christian formation and discipleship, drawing on a range of traditional and contemporary resources
- A developed theology and praxis for nurturing the broad mission and ministry vocations of all God's people both within and beyond the Church.
- A track record of working effectively and creatively with different theological traditions, understandings and approaches within the Church of England.

Strategic Leadership

- Highly developed, flexible and collaborative leadership skills – which enable you to discern strategic priorities in line with organisational culture and vision, inspire and lead teams in achieving them.
- Skill in engaging, listening and communicating with individuals and groups at every level of Church life which enable you to form strong relationships of trust, to influence and help bring about key shifts in understanding and practice both at local and wider levels.
- Living and working creatively in an organisation that is engaged in change and helping others to explore and respond to new ways of being Church.
- Effectively creating reports and presentations.
- Effectively managing budgets and resources.

Learning and Development

- A consultative and facilitative approach to work with a wider range of individuals, groups and organisations
- Skill in designing, developing and delivering online and in-person learning/training resources, programmes and courses for both lay and licensed/ordained participants
- Excellent communication and presentation skills, both written and verbal
- Working knowledge of IT and MS Office Suite
- Ability to travel across the Diocese of Oxford, which covers a large geographical area, including many rural areas.

GENERAL INFORMATION

Band	Salary Band F
Remuneration	<p>Salary scale - £61,491.941 to £66,222.09 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>
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	<p>Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF.</p> <p>It is expected that you will work within our flexible working policy.</p>
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 5th year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the six-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: 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> <p>If the postholder is an ordained minister and wishes to remain in the Clergy Pension Scheme, they may request to do so if they are a current member or hold deferred rights, however, agreement to do so will be at the sole discretion of the Board.</p>

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	<p>The post holder will need to have the ability to travel across the Diocese of Oxford which covers a large geographical area, including many rural areas.</p> <p>There is a genuine occupational requirement for the person appointed to 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.</p>

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 being performed or to incorporate whatever reasonable changes 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.

Date of Next Review: As part of the probationary period

Signed **Dated:** ____ / ____ / 2025