

Information for Candidates

Lead Diocesan Director of Ordinands

This is an opportunity for an innovative leader to take on a key strategic role within the Diocesan team to encourage a diverse and increasing number of vocations to serve locally and to continue the very significant contribution we make to the mission of the wider Church through nurturing those called to authorised lay, licensed lay, and ordained vocations

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 crossroads 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.

Serving with us in nurturing the vocations of all God's people and in particular, for ordained ministries

We are under no illusions about the challenges in the wider Church around vocations and in particular, for ordained ministry. We believe though God is opening up new opportunities.

Encouraging vocations is a task we are now sharing across the Department of Mission and Ministry, under the leadership of our new Director, Revd Andrew Blyth. The Head of Discipleship is taking on the brief to develop a wider Vocations strategy and will work very collaboratively with the new Lead DDO who we understand to be a key resource in shaping this. The Director of Formation is leading colleagues in developing our innovative online learning hub, supporting new pathways to raise lay vocations and one specifically for those over the age of 60 who feel called to ordained ministry but have fewer years to discern and train.

The existing team of Area linked DDOs and Voluntary Advisors are highly skilled. We have strong foundations in the way the team has been aligned with our Area System; however, there is a clear commitment to work collaboratively and flexibly in new ways. There is a shared culture of wanting to help all God's people to discern and develop their gifts, whatever their age, ethnicity, gender or social background.

JOB TITLE: Lead Diocesan Director of Ordinands (DDO)
GRADE: Band G
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Mission and Ministry
LINE MANAGER: Director of Mission and Ministry
ACCOUNTABLE TO: Director of Mission and Ministry
RESPONSIBLE FOR: Area and Assistant DOs; Team Administrators and Volunteers
LOCATION: Church House Oxford, Langford Locks, Kidlington, OX5 1GF

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JOB PURPOSE

In line with our vision to be a more Christ-like church, the Lead Diocesan Director of Ordinands will collaborate, shape and serve in our commitment to enabling the ministry and leadership of the whole people of God in the whole of their lives through:

- Collaborating with the senior leadership team of the Department of Mission and Ministry and in particular the Head of Discipleship to discern and develop an effective strategy for encouraging vocations of all kinds across the Diocese bringing specific insight and skill for how we encourage and nurture those called to authorised lay, licensed lay, and ordained vocations including from under-represented groups.
- Leading, developing, and growing the team of Area linked Directors of Ordinands (ADOs) (two FTE) and part-time Volunteer Assistant Directors of Ordinands (VADOs) and teams of Deanery Vocations Advisors to effectively undertake all the pastoral and practical processes involved with the Shared Discernment Process, advice to sponsoring bishops, National Discernment Panels, identifying appropriate training pathways, support in training and initial ministerial deployment of candidates for authorised lay, licensed lay, and ordained ministry.
- Overseeing the team in following excellent practice in safeguarding and safer recruitment at all times.

PRINCIPAL ACCOUNTABILITIES

1.	Within the Department of Mission and Ministry, as a member of the Strategic Leadership Team share in developing the diocesan discipleship and vocations strategy, ensuring there are specific elements to encourage and nurture ordained, authorised lay and licensed lay ministries for the Diocese of Oxford including under-represented groups.	15%
2.	Leading, managing and developing the DDO Team, including their professional development	30%

3.	Work with candidates from enquiry to ordination and advise the relevant area Bishop about the sponsorship of candidates for National Discernment.	40%
4.	Within the Department of Mission and Ministry, be a member of the departmental Strategic Leadership Team and contribute to the development of policy and practice for the department as a whole and for the wider Church and their own professional development.	15%

DUTIES AND RESPONSIBILITIES

1. To share in the development of the diocesan discipleship and vocations strategy and ensure specific elements to encourage and nurture ordained, authorised lay and licensed lay ministries for the Diocese of Oxford

- Work closely with department colleagues to engage all key 'stakeholders' and to help inform and guide the development and implementation of an effective vocations strategy within the broader strategy for discipleship.
- Actively develop and promote steps to widen participation and diversity in ministry, particularly from currently under-represented groups such as young people, disabled people, and UK Minority Ethnic / Global Majority Heritage vocations.
- Share in supporting and resourcing parish clergy, deanery leaders and networks of Vocations Advisers to encourage and nurture vocations of all kinds but with a particular focus on how to encourage ordained, authorised lay and licensed lay ministries.
- Work with other members of the department and the DDO Team to help in the planning and running of promotional 'campaigns' and events in line with the vocations strategy.
- Keep up to date with the development of the Church of England's vision, strategy, and best practice in this aspect of vocations work by being the main interface with the Ministry Development Team and acting as a "centre of expertise" for the Diocese.

2. To lead and manage the DDO Team, including their professional development

- Lead and develop the DDO team to serve effectively and flexibly across the diocese – matching resources to candidates and ensuring clear collaboration and joined up working with each of the episcopal areas
- Supervise the DDO team ensuring that it functions well, using the tools of peer group and one to one supervision, annual reviews, team training events and open communication across the team.
- Advise the Bishops and other diocesan officers on matters of policy with regard to ordained, authorised lay and licensed lay ministries
- Be committed to maintain high standards of professional practice and personal development.
- Foster a creative and critical relationship with training providers.
- Oversee the arrangements for the ordination retreats and the ordination services in the Cathedral (deacons) and in the Area (priests).
- Working closely with the Head of IME2, facilitate the Curacy Matching and Title Posts processes.
- Take responsibility for the DDO Team budget, including ensuring consideration is given to identified priorities when making budgetary decisions.

- Oversee the allocation, receipt, payment, and monitoring of ordination (RMF) and maintenance grants.
- 3. To work with candidates from enquiry to ordination and advise the relevant area Bishop about the sponsorship of candidates for National Discernment.**
- Working closely with the Diocesan Bishop, Archdeacon, Area deans and Lay Chairs act as the linked Director of Ordinands for the Oxford archdeaconry, nurturing the development of those offering themselves for ordained ministry from the point of referral and exercising discernment, best practice, and sensitivity oversee candidates through the Shared Discernment Process efficiently.
 - At all times working within current legislation, Ministry Development Team guidelines, and Diocesan policies act as the key point of liaison in the Oxford area for Vocations Advisors, Incumbents, Chaplains, Diocesan Safeguarding Adviser, and others, about a potential candidate's suitability. Advise the Diocesan Bishop about candidate suitability for sponsorship to National Discernment and training for ordained ministry.
 - As needs and capacity allow share in undertaking similar candidate work for other areas.
 - Be responsible for the oversight and pastoral care of supported ordinands during their training and transition to public, professional ministry.
- 4. Within the Department of Mission and Ministry, be a member of the departmental Strategic Leadership Team and contribute to the development of policy and practice for the department as a whole and for the wider Church**
- Play a full part in the departmental Strategic Leadership Team, including attending meetings, contributing to departmental workplan development and oversight.
 - Attend Department of Mission and Ministry staff meetings.
 - Take a proactive approach to continuous professional and personal development, keeping space for theological reading and reflection, embracing training and other development opportunities.
 - 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 an up-to-date knowledge of technical competency areas.
 - Pro-actively participate in the ODBF performance management processes.
 - Champion the highest level of safeguarding policy, practice and culture development, adhering to diocesan and national provisions/requirements.
 - Be a role model for equality, diversity and inclusion across the diocese and champion diocesan efforts to welcome under-represented and minoritised groups.
 - 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

People

- Acts as line manager for the DDO Team of staff and volunteers.
- Works with around 30 candidates and ordinands in training.
- Works closely with the Diocesan Bishop, Area Bishops, Archdeacons, Area Deans, and Lay Chairs.
- Supports Bishop's Staff in the development and oversight of vocations strategy and the placement of deacons.
- Works with local Vocations Advisers and clergy to develop good and trusting relationships.
- Develops a close working relationship with Warden of Readers (known as Licensed Lay Ministry) and the Head of IME2.

Financial

- Takes responsibility for the budget allocated for the work of the team.
- Takes responsibility for the ordinands in training grants process under RMF including forward financial planning.
- Takes responsibility for the maintenance grants for people in training.
- Holds the Trusts for the team's work with the help of the Diocesan Trusts Officer.

Other

- Develops good working relationships with the South Central RTP, Ministry Development Team, and National DDO networks
- Contributes and influences decision making at South Central RTP

PLANNING and ORGANISATION

- Plans and organises DDO Team meetings at approximately monthly intervals.
- Arranges and conducts supervisions for ADOs and VADOs, and Vocations Advisers as appropriate.
- Manages own diary.
- Plans and delegates the administration associated with taking candidates to National Discernment Panels.
- Ensures Bishops' staff and DDO Team have the necessary reports and profiles prior to the annual title posts matching meetings.
- Works closely with the various internal and external stakeholders in planning and organising ordinations.
- Works closely with the Director, Deputy Director of Mission and Heads of Teams as a member of the Strategic Leadership Team.

DECISIONS

- The post holder has oversight and responsibility for the good functioning of the team.
- The post holder assesses the suitability or otherwise of candidates for ordained ministry.
- The post holder makes recommendations according to the Qualities of Discernment for the Shared Discernment Process and advises the relevant Area Bishop.
- Following a National Discernment Panel, the post holder debriefs and, if appropriate, advises candidates as to the appropriate training routes.

- The post holder is responsible for managing, supervising, and overseeing ordinands whilst in training and into their title post at ordination or commissioning.

CONTACT WITH OTHERS

Internal

Bishops and Archdeacons
 Area Deans and Lay Chairs
 Department of Mission and Ministry Colleagues
 Vocations Advisors
 Members of the HR and Safeguarding Department
 Director of Finance
 Director of Communication Registrar
 Other colleagues within Church House Oxford

External

Clergy and laity in the diocese
 Staff of the Ministry Development Team
 DDOs from other dioceses
 Staff from Training Institutions
 Staff at Christ Church Cathedral

KNOWLEDGE, SKILLS, AND EXPERIENCE

This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be an ordained member of the Church of England under Part 1, Schedule 9 of the Equality Act 2010.

It is expected that the post holder will have:

- Significant experience of ministry within the Church of England at parochial level.
- The ability to engage with and be at home in the breadth of the Church of England.
- A lively faith that finds expression in prayer, public worship, and scripture, able to sustain a devotional life through times of challenge.
- A track record of working in the field of vocational discernment, including excellent knowledge of the Shared Discernment Process for ordained ministry in the Church of England.
- A track record of supporting with integrity both male and female candidates for ordained ministry, working to the Five Guiding Principles.
- Experience of helping to develop and implement vocations strategy in line with diocesan priorities and in consultation with others and clear enthusiasm for growing vocations across a wide range of church traditions.
- Proven ability to lead, manage and work collaboratively in teams.
- The ability to manage the Vocations budget.
- Experience of writing reports and able to work within the frameworks of policy laid down by the Church of England.
- Excellent consultancy, organisational, communication, pastoral and interpersonal skills.
- The ability to be intuitive, sensitive and be able to demonstrate critical discernment.
- A working awareness of the spiritual and psychological processes of human

development combined with a practical knowledge of what makes people 'tick' and what motivates them in vocational choices.

- Strong attention to detail, ensuring safer recruitment, financial, and other policies are followed.
- Confidence in being able to give difficult and disappointing news clearly and compassionately.
- Experience in receiving safeguarding disclosures and working with complex cases.
- Excellent oral and written communication skills and be able to represent the Diocese at all levels.
- Good IT skills and willing to embrace new technologies.
- The ability to travel across the Diocese of Oxford, which covers a large geographical area, including many rural areas.

GENERAL INFORMATION

GOR	This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be an ordained member of the Church of England under Part 1, Schedule 9 of the Equality Act 2010.
Band	Salary Band G
Remuneration	Salary scale - £56,167.94 – £60,488.55 per annum 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. As this is an ODBF-employed role, there is no housing provision.
Hours of work	37 hours per week, Monday - Friday. 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.
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF It is expected that you will work within our flexible working policy.
Holidays	Your annual leave entitlement is broken down as follows: - 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. The above annual leave entitlement is calculated on a pro-rata basis for part-time employees. In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.
Pension Provision	It is a statutory requirement for ODBF to automatically enroll 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/2025-01/my-membership-january-2025.pdf 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. You may request to remain in the Clergy Pension Scheme if currently a member or if deferred rights are currently held; however, agreement to do so will be at the sole discretion of the Board.
Probation period	Six 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	• Travel within the Diocese of Oxford (Oxfordshire, Buckinghamshire and Berkshire). Travel to national and regional training and networking events. There may be a requirement to work evenings and weekends, and occasional overnight stays in relation to training. • An Enhanced DBS Disclosure will be required for this position. • This role attracts a Genuine Occupational Requirement (GOR) for the appointed person to be an ordained member of the Church of England under Part 1, Schedule 9 of the Equality Act 2010.

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: