

JOB TITLE: Area Director of Ordinands (ADO)
GRADE: Band I
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Mission and Ministry
LINE MANAGER: Diocesan Director of Ordinands
ACCOUNTABLE TO: Diocesan Director of Ordinands
LOCATION: Dual normal place of work; The Archdeacon's House, Stone, Buckinghamshire HP17 8RZ and Church House Oxford (CHO), Langford Locks, Kidlington, OX5 1GF.

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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.

CONTEXT

Within the Church of England, the Diocese of Oxford is one of the most extensive sources of vocations to the ordained ministry, at any one time having more than 70 ordinands in training and 75 candidates and inquirers in discernment. We are committed to increasing these numbers in line with the Reform and Renewal Agenda. Many from Oxford go on to work in parishes and other places of ministry throughout the country, often in positions of considerable responsibility. In consequence, the role of the Area Director of Ordinands is significant in assuring the future leadership and direction of the national church. The Diocese of Oxford is also committed to enabling the ministry and leadership of the whole people of God within its 623 parishes.

JOB PURPOSE

Within the overall purpose of the ODBF & Department of Mission and Ministry (DoMM) and with the Diocesan Director of Ordinands, the Area Director of Ordinands has responsibilities:

- To enable flourishing lay and ordained vocations that are confident and collaborative, in line with the diocesan Common Vision.
- To oversee the discernment, selection and preparation of women and men for public, professional ministry as priests, deacons and Church Army Officers in the Church of England,

in the Buckingham Archdeaconry and supporting this work across the diocese as a whole as agreed with the Lead DDO.

This will be achieved through carrying out the principal accountabilities set out below.

PRINCIPAL ACCOUNTABILITIES

1.	As part of the wider DDO Team, to work with candidates from enquiry to ordination and advise the appropriate area Bishop about the sponsorship of candidates for national discernment panels.	85%
2.	Work to promote vocations to lay and ordained ministry.	10%
3.	To undertake wider agreed tasks that support the work of the Department of Mission and Ministry and their own professional development.	5%

DUTIES AND RESPONSIBILITIES

1. As part of the wider DDO Team, to work with candidates from enquiry to ordination and advise the appropriate area Bishop about the sponsorship of candidates for national discernment panels.

A key responsibility in this area is the task of discernment: The ADO is expected to be able to advise the relevant Bishop as to who should go forward and who should not (i.e., those for whom ordination is inappropriate) and discuss with the candidates (supplemented in writing) the reasons for the decision.

- As an Area DDO in the Buckingham Archdeaconry and as required across the Diocese of Oxford to work with candidates who wish to offer for ordained ministry from the point of referral. This will include:
 - Managing the discernment processes by working within current legislation, National Ministry Team guidelines and Diocesan policies.
 - Acting as a point of liaison with Vocations Advisors, Incumbents, Chaplains, Senior Staff and TEIs etc., about a potential candidate's suitability.
 - Interviewing candidates with reference to the Qualities for Discernment.
 - The setting and supervision of tasks/exercises e.g., reading, placements, etc.
 - Advise the relevant area Bishop on sponsorship of candidates and arrange for the area Bishop to interview them.
 - The drafting of sponsoring papers and all paperwork associated with attending National Discernment Panels.
 - Ensuring the legal processes of DBS, Canon C4 faculty Applications and Visa and immigration procedures are complied with in liaison with the appropriate Diocesan officers.
- To be responsible for the oversight and pastoral care of the ordinands during their training and transition to public, professional ministry.
- In consultation with the relevant Bishop participate in the process of placing deacons in Title Posts by area.

- To be present at ordinations (Deacons) and retreats (Deacons and Priests) when required, and to organize the ordination of Priests in the relevant areas each year.
- To give regular pastoral supervision to Volunteer Assistant Directors of Ordinands as agreed.
- To hold responsibility for specific agreed areas of liaison with other teams working in the Department of Ministry and Mission in order to contribute to growing vocations through discipleship across the Diocese.

2. Work to promote vocations to lay and ordained ministry.

- To contribute to the development of a Diocesan vocations strategy.
- To participate in the support and training of the Diocesan network of Vocations Advisers advising colleagues in other areas on recruitment, policy and best practice.
- To work collaboratively with those involved with taking initiatives with respect to discipleship, to promote a 'climate of vocation' where all Christians consider God's call on their lives.
- To support the diocesan programme of Vocations Events.
- To facilitate and support local vocations events in the Archdeaconry Area and across the Diocese.
- To work within Archdeaconry Area Teams to facilitate locally identified vocational priorities.
- To keep abreast of national developments and initiatives in vocations work.

3. 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

DIMENSIONS

People

- Works with the Lead DDO, other Area Directors of Ordinands and Volunteer Area Directors of Ordinands.
- Works with candidates and ordinands in training.
- Works with local Vocations Advisers/Champions, Clergy and Archdeaconry Area Staff to develop good and trusting relationships.

- The Vocations Advisers network across the diocese.
- Liaises and collaborates with Area and Diocesan Safeguarding Staff

Financial

- Discusses with candidates early in the process the financial implications of training and ordained ministry; how it will affect them and their families.
- Supports processes associated with the administration of maintenance grants and hardship funds.

Other

- Develops good working relationships with the National Ministry Team of the Archbishops' Council and training institutions (TEIs).

PLANNING & ORGANISATION

- Attends monthly DDO meetings and supervision meetings.
- Organises regular supervision for Volunteer Assistant Directors of Ordinands as required.
- Manages own diary.
- Oversees all aspects of the discernment process for ordained ministry.
- Plans and delegates the administration associated with taking candidates to National Discernment Panels.
- Supports candidates through training and the transition into curacy.
- Works with other members of the DDO and vocations team in planning and running vocation events in line with the vocations strategy.
- Works closely with the various internal and external stakeholders in planning and organising preordination retreats and ordinations.

DECISIONS

- The post holder makes recommendations according to the Qualities for Discernment of the National Ministry Team of the Archbishops' Council and advises the relevant Bishop.
- Following National Discernment Panels, the post holder debriefs and, if appropriate, advises candidates as to the appropriate training routes.

CONTACT WITH OTHERS

Internal:

- All Department of Mission & Ministry staff
- Bishops and Archdeacons
- Area Deans and Lay Chairs
- Vocations Advisors/Champions
- Registrar
- Human Resources & Safeguarding department

External

- Clergy and laity in the Diocese
- Staff of the National Ministry Team of the Archbishops' Council
- DDOs from other Dioceses
- Staff from Training Institutions
- Staff at Christ Church Cathedral

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

This role is subject to a Genuine Occupational Requirement (GOR) in accordance with Schedule 9, Part 1 of the Equality Act 2010. The postholder must be an ordained member of the Church of England, as this is a proportionate means of achieving a legitimate aim having regard to the nature and context of the role.

Essential

It is expected that the post holder will have:

- Experience in the areas of discernment and pastoral care.
- 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.
- A lively faith that finds expression in prayer and public worship as well as in the manner of life.
- Experience in working with Safeguarding Disclosures
- Demonstrable ability to convey difficult feedback with clarity and compassion
- Demonstrable experience in working in a consultative way with colleagues in ministry development and deployment.
- Proven ability to work in a self-directed way in undertaking core tasks, including an ability to prioritise between the important and the urgent
- Proven ability to live and work creatively in an organisation that is engaged in change, and to help others to respond to and embrace new ways of being Church.
- Proven ability to work with widely different theological approaches within the Anglican Church.
- Proficient in both oral and written communication skills at all levels.
- An ability to write reports and to work within the frameworks of policy laid down by the Church of England.
- Good IT skills, including experience with MS Office software such as Word, Excel, Outlook and MS Teams and be willing to embrace new technologies.
- The ability to travel across the Diocese of Oxford, which covers a large geographical area, including many rural areas.

Desirable

- Experience in providing pastoral supervision.
- Experience with people who are offering for all categories of public and professional ministry.
- Working knowledge in the field of vocational discernment including the shared discernment process for ordained ministry in the Church of England.

GENERAL INFORMATION

Band	Salary Band 1
Remuneration	<p>Salary scale - £24,874.05 - £26,787.43 per annum based on actual hours of work. (Full-Time Equivalent = £49,748.09 to £53,574.86)</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>18.5 hours per week (0.5 FTE), Monday to Friday 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	Dual place of work: Archdeacon's House, Stone, Buckinghamshire HP17 8RZ and 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 sixth 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.cofepensionsboard.org/pensions/pension-schemes/cwfp-pension-builder-2014</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</p>

	pension contributions for additional employer contributions reducing your tax and national insurance payments.
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	<p>Travel within the Diocese of Oxford specifically within Oxfordshire.</p> <p>Travel to national and regional training and networking events.</p> <p>May be required to work evenings and weekends and occasional overnight stays in relation to training.</p> <p>The majority of meetings with candidates will take place in person. Such meetings will take place either in Church House Oxford, The Archdeacon's House, Stone, or other locations within the Diocese of Oxford agreed by your line manager.</p> <p>An Enhanced DBS Disclosure with barring check will be required for this position.</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 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: