



Chelmsford Diocesan Board of Finance Job Description

Job Title: Head of Vocations & Discipleship (inc. DDO)

Reports to: Dean of Mission Ministry & Education

Location: Diocesan Office, 53 New Street, Chelmsford, CMI IAT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.

Hybrid working may be considered (60% of working time to be undertaken at the Diocesan Office)

Salary: c£60,000, subject to qualifications and experience

Hours: This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working

Purpose Statement

The Head of Vocations and Discipleship (incorporating the role of Diocesan Director of Ordinands [DDO]) is a new strategic role in the diocesan Mission & Ministry Department with responsibility for developing and delivering a diocesan wide vocations strategy and forming a new 'Vocations and Discipleship Team' for both ordained and lay ministry, with the goal of increasing the numbers of people in vocational discernment and training. Vocations emerge from lives of discipleship; the Head of Vocations and Discipleship will also oversee the work of the Lay Ministry Adviser securing the future of the diocesan Course in Christian Studies (a significant contributor to the development of vocations over 30 years) and work with the Head of Missional Programme Management to ensure discipleship is embedded in missional programme development.

Incorporating the role of DDO, the Head of Vocations and Discipleship will lead a team of two (part-time) Assistant DDO's, modelling best practice through their own work with candidates in discernment for ordination. The postholder will also meet with the Bishop of Chelmsford to discuss and review overall vocation strategy and development. A recent internally led vocations review identified opportunities to improve our systems and process, building a renewed team of voluntary vocation advisers working across each episcopal area, and improving the journey of those exploring their vocation to ordained and lay ministry. A full-time Vocations Outreach Officer was recently appointed to develop our vocations amongst younger people and under-represented groups. The work of the Vocations and Discipleship team will be supported by the Vocations & Discipleship Administrator.

The Diocese of Chelmsford has benefited from its own theological training centre for over 25 years; enabling people to train part-time for ordained and licenced lay ministry. To maintain our local training capacity, the Diocese of Chelmsford and Ripon College Cuddesdon have entered a new partnership, enabling the continuation of part-time ordination and licenced lay ministry training from September 2026. The Head of Vocations



and Discipleship will act as the senior link officer with the newly appointed Director of Chelmsford Cuddesdon, ensuring recruitment, finance and deployment is well planned.

Reporting Structure

Reporting to the Dean of Mission, Ministry & Education, the Head of Vocations & Discipleship is a key strategic leadership role in the Mission and Ministry team. Incorporating the role of DDO, the Head of Vocation & Discipleship will meet with the Bishop of Chelmsford to discuss and review vocation strategy across the diocese.

The Head of Vocations & Discipleship line manages the Lay Ministry Adviser (who is also Warden of Readers), two part-time Assistant Directors of Ordinands (one ADDO focuses on developing younger vocations), and liaises with the ADDO responsible for developing younger vocations who line manages the Vocations Outreach Officer.

The Vocations & Discipleship team are supported by the Vocations & Discipleship Administrator. The Vocations & Discipleship Administrator reports to the Head of Vocations & Discipleship, however this is a full-time role line managed by the Lead Mission & Ministry Administrator to ensure effective shared collaborative working and support across Mission and Ministry.

The Head of Vocations & Discipleship Annual Review will be conducted by the Dean of Mission, Ministry & Education, their Ministerial Development Review (if ordained) will be conducted annually by the Bishop of Chelmsford.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy. In Travelling Well Together we have set out strategic priorities for the diocese. This includes our vision and desire for a flourishing of vocations to lay and ordained ministry representing the full diversity of the population we serve and enable people to flourish in their discipleship. Vocations and Discipleship Team is part of the wider Mission and Ministry Department and comprises of the Head of Vocations and Discipleship, the Lay Ministry Adviser, the two ADDO's, the Vocations Outreach Officer, and the Vocations and Discipleship Administrator.

The Vocations and Discipleship Team is a newly formed team in the Mission and Ministry Department. A recent diocesan led vocations review identified areas for development in our life of vocations and discipleship across the diocese. A key task for the Head of Vocations and Discipleship will be to form this new team and assess and deliver the opportunities identified in the Vocations Review.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to



Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



Episcopal Areas, Archdeaonries and Deaneries



Principal Accountabilities

- 1) Lead the strategic development and delivery of a diocesan wide vocations and discipleship strategy and team, responding to the recently conducted Vocations Review, with the objective to increase the number of ordained and lay vocations in the Diocese of Chelmsford.
- 2) Oversee and support Area Vocations/Ordination Advisers, developing a team approach to support learning and development.
- 3) In liaison with Area (Sponsoring) Bishops, oversee discernment, sponsorship, and preparation processes for national selection panels for candidates for ordination
- 4) Oversee and line manage the work of the Lay Ministry Adviser and their wider team in the discernment, training and deployment of all licenced and authorised lay ministers across the Diocese of Chelmsford.
- 5) Oversee the Lay Ministry Adviser in the continuing development and growth of the Course in Christian Studies as a tool for discipleship and vocation.
- 6) Lead and line manage the work of the Assistant DDO's, sharing with them the support of candidates during IMEI liaising with Theological College's as appropriate.



- 7) As the senior link officer, work in collaboration with the Director of Cuddesdon, Chelmsford, ensuing recruitment, finance and deployment is well planned.
- 8) Advise sponsoring bishops on national policy or guidance concerning vocation, selection and training, and, subject to the Bishop of Chelmsford's guidance, oversee its implementation.
- 9) Work and collaborate with Area (Sponsoring) Bishops to identify appropriate curacy contexts and ensure effective working relationships with colleagues in property and finance in the support of curacy placements.
- 10) Work and collaborate with colleagues in the Continuing Ministerial Team to support the training of Training Incumbents and ensure a good transition from IME1 to IME2 for all curates.
- 11) Working and collaborate with the Bishops Chaplain, ADDO's and Cathedral team, provide oversight of ordination services.
- 12) Work with the Bishop and Chaplain to plan and deliver the annual ordination retreats at the diocesan retreat house, liaising with the Bishop of Chelmsford's office and Diocesan House of Retreat.
- 13) Have oversight of the work of the Vocations & Discipleship Administrator, ensuing that accurate records are kept of all discernment and selection processes, and that these comply with relevant guidelines and legislation, especially relating to Safeguarding and GDPR.

Management

- 14) Work in close partnership with the members of the Bishop's Leadership Team to ensure the effective and efficient delivery of services described above to the wider Diocese.
- 15) Effectively line manage the Vocations & Discipleship team, including undertaking regular 1-2-1s, appraisals and address any complex and sensitive issues within the team as required.
- 16) Lead and enable the continued development of the Vocations & Discipleship, ensuring the team is well motivated and equipped to perform in their roles.

General

- 17) Work collaboratively with the Mission & Ministry Department and wider contacts and undertake such other reasonable duties as may be required, including by the Dean of Mission, Ministry & Education and Chief Executive.
- 18) Support the ethos, aims and objectives of Christianity, the Church of England and the diocese



- 19) Actively participate and contribute in the appraisal process.
- 20) Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- 21) Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- 22) Work collaboratively with Mission and Ministry team colleagues and wider contacts and undertake such other reasonable duties as may be required, including by the Dean of Mission, Ministry & Education and Chief Executive.

Key Stakeholder Contacts

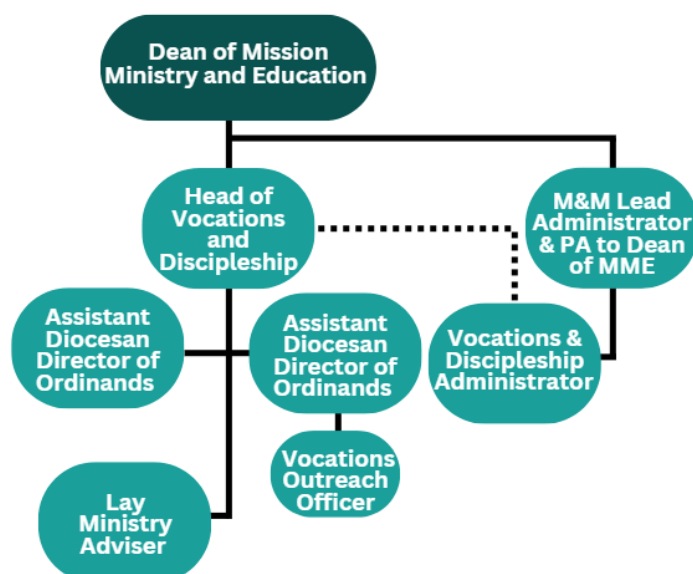
Internal:

- Diocesan Bishop
- Area (Sponsoring) Bishops
- Dean of Mission, Ministry, and Education
- Lay Minister Adviser
- Head of Missional Programmes
- Area CMD Advisers and wider Mission & Ministry team
- Finance and Property teams

External:

- Church of England's Ministry Development Team
- Theological Education Institutions
- National network of Diocesan Directors of Ordination

Proposed Team Structure





Person Specification

Genuine Occupational Requirement (G.O.R)

There is a genuine occupational requirement for the job holder to be a practising Christian, ordained and in good standing within the Church of England or of a Church which is in Communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland.

Essential:

- An ordained priest of the Church of England, or a Church in communion with the Church of England, with experience of working with churches of more than one tradition.
- Substantial experience of vocational discernment work in the Church of England to at least a diocesan adviser level or equivalent.
- Experience of developing and delivering inspiring approaches to nurturing Christian formation and discipleship.
- Experience of staff line and volunteer management, enabling colleagues to flourish in role and experience of handling complex and sensitive staffing issues.
- Experience of devising and executing strategy and plans in collaboration with key stakeholders, ideally in theological training settings
- Experience of working with senior stakeholders in delivering strategic change.
- A degree in theology or equivalent, evidencing a depth of personal theological formation and ministerial experience rooted in a life of prayer.
- Substantial working knowledge and understanding of the Church of England, its parochial system and diocesan structures and the Christian faith.
- Substantial working knowledge of Church of England discernment processes and approaches to vocations and selection for accredited ministries.
- Knowledge and commitment to the different cultures and worshipping traditions of the Church of England, working in a way that is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests.
- Knowledge of and commitment to upholding safeguarding best practice in the Church of England and Diocese of Chelmsford.
- A demonstrable record of discerning, encouraging and empowering gifts in others, including vocations to various forms of ministry.
- Excellent time management skills, able to manage a busy workload with the ability to prioritise competing deadlines to complete tasks effectively.
- Demonstratable skill in the use of Microsoft Office and IT.
- A skilled communicator able to provide accurate feedback, write succinct reports, and having good communication skills including preaching and public speaking.
- Able to use own initiative and take responsibility for actions and consequences.
- Able to secure, build and maintain good working relationships and partnerships with all stakeholders, contacts, colleagues, lay people and clergy at all levels.
- Evidences a high level of self-awareness, openness, and honesty; a reflective practitioner able to engage in challenging and difficult conversations.
- Evidence of a personal commitment to continuing ministerial development and personal spiritual formation.



- Committed to and confident in the values of the Diocese of Chelmsford expressed in “Travelling Well Together” and of the mission and ministry of the Church of England.
- Evidences a flexible and positive approach to working, and holds a current valid Driving Licence and access to private transport with insurance for travel on business purposes¹

Desirable:

- Experience of AI e.g. Microsoft Co-Pilot, to improve processes and systems where possible.

¹ This is an essential requirement excepting in cases where the (prospective) post holder has a disability as defined by the Equality Act 2010, where a reasonable adjustment could be accommodated.



Outline of Terms and Conditions

Role	Head of Vocations & Discipleship (inc. DDO)
Responsible to	Dean of Mission Ministry & Education
Salary	c£60,000 per annum, subject to experience and qualifications
Hours	Full time – 35 hours per week.
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover, or enrolment in the Clergy Pension Scheme with a salary sacrifice arrangement in place, and subject to the approval from the Pensions Board.
Annual Leave	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service)
Probation Period	3 months
Notice Period	After service of one month, but during the probationary period - 1 weeks' notice. Upon successful completion of the probationary period – 3 months
Expenses	Working expenses are paid at the Diocesan rates.
Base	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role. Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office), including on completion of successful probation period
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



Pre-employment Administration

Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A CCSL
- An enhanced DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Educational/Professional Registration Qualification Certificate
- Overseas Check (If applicable)
- Background Checks

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme from the first day of employment (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Cycle to work scheme
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Time will be made available for any necessary Continued Professional Development, (and the necessary support will be given to enable to successful candidate to pursue a relevant qualification)
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking