**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Growing Leadership Strategic Lead |
| **GRADE:** | Grade 7- £52,000.00 |
| **ACCOUNTABLE TO:** | Archdeacon of Durham and  Head of Programme Delivery for Diocesan Transformation |
| **RESPONSIBLE FOR:** | Roles within the Growing Leadership team |
| **HOURS & TERM:**  **SAFEGUARDING:** | Full time, 35 hours per week  This role is open to both laity and clergy – this is an employee role with a salaried package  Fixed term post until 31st December 2028 (may be extended subject to further funding)  The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. |
| **LOCATION:**  **ROLE CONTEXT:** | Diocesan Office, Cuthbert House, Stonebridge, Durham, DH1 3RY, with extensive travel around the Diocese.  This is a key strategic role of our Diocesan Transformation. At the heart of this is the building up of the local church to engage in the mission and ministry to which we are all called. Key to achieving this is ensuring that the Diocese has the right types and numbers of lay and ordained ministers to enable local churches to grow and bless their communities. This role will ensure those who are called to ministries are able to flourish, and those who do not naturally see themselves in ministry can see their God-given potential and hear their calling.  The role serves the whole diocese and its breadth of traditions. The role holder will need to be courageous and able to challenge, when appropriate, our thinking and practice about lay and ordained vocations.  The role sits in the Mission, Discipleship and Ministry Team. This team is overseen by The Archdeacon of Durham with the support of the Head of Delivery for Diocesan Transformation, to whom the four Strategic Leads report in these areas:  Growing Leadership, Growing Mission, Growing Churches, Growing Younger  This role will work collaboratively with the other three Strategic Leads and bring significant experience and wisdom to the team.  It is expected that, given the breadth of this role, and the level of skills and wisdom to deliver it, this role will deputise for the Head of Delivery for Diocesan Transformation when required.  The MDM team is committed to collaboration and communication to enable a healthy culture of delivery, accountability and evaluation. We are passionate disciples, adaptable practitioners, reflective learners and self-aware team players. |
| **ROLE SUMMARY:** | The Growing Leadership Strategic Lead will work collaboratively within the Strategic Leads team to enable the delivery of the Growing Leadership stream of Diocesan Transformation. The role will focus on:   1. Develop and implement a Growing Leadership Strategy (including the Vocations Strategy) that affirms callings to lay ministry as well as to ordained; particularly building on the current authorised and recognised ministries, alongside nationally licensed roles 2. Acting as the key enabler of collective and collaborative working between all those engaged in discernment and vocational activities, including TEIs and IME2 provision 3. Overseeing the delivery of development and training activities that advance wellbeing and lifelong learning for all God’s people 4. Core requirements of a Strategic Lead role; including holding the responsibility of Programme Manager to the ‘Mission and Ministry Development’ Programme Board’ within Diocesan governance structures. |
| **KEY RELATIONSHIPS:**  **KEY RESPONSIBLITIES** | Archdeacon of Durham  Head of Delivery for Diocesan Transformation  Growing Mission, Growing Churches and Growing Younger Strategic Leads  Members of the Growing Leadership Team  Sponsoring Bishop  Archdeacons, Area Deans and Lay Chairs  Diocesan Secretary  Relevant individuals, groups and networks within the National Church, Northern Province, and ecumenical or parachurch organisations |

1. **Growing Leadership Strategy (incorporating the Vocations Strategy)**
2. Hold responsibility for the development and implementation of the Growing Leadership strategy, embedding this within the wider programme of Transformation and playing a key role in the development of a Diocesan culture of the formation and development of all of God’s people.
3. Work with the Archdeacon of Durham and Head of Programme Delivery for Diocesan Transformation to shape the Growing Leadership team and provide leadership and line management to all staff roles and contracted services, giving clear direction to ensure aligned priorities and missional focus.
4. Alongside the Archdeacon of Durham, hold responsibility for building and developing strong working relationships with Cranmer Hall and Lindisfarne College of Theology.
5. Be a Diocesan link with other Dioceses and be part of relevant National Church networks, groups and programmes (and/or Northern Province) and ecumenical/parachurch bodies, representing the Diocese in national and regional conversations.
6. Support the Head of Programme Delivery for Diocesan Transformation in the implementation of the Transformation programme and contribute to ongoing strategic development of the programme, including supporting the development of relevant funding applications and reporting as needed.

**2** **Key Enabler of collective and collaborative working for those engaged in discernment and vocations**

1. Provide oversight to vocations and discernment, working closely with the Vocations Strategy Development Advisor (VSDA), Sponsoring Bishop and supporting staff and volunteers within this workstream.
2. Work with and support the VSDA in developing the Vocations Team of volunteers; and supporting the VSDA in fulfilling the statutory requirements of a Diocesan Director of Ordinands (DDO).
3. In collaboration with the VSDA, encourage widening participation in the vocations process. In particular, a growing involvement of people from a wider range of backgrounds, including EDI, Growing Younger and our LINC communities.
4. Provide oversight to the Ministry Experience Scheme, working closely with others in the Growing Leadership and wider team to maximise the potential of the programme for the flourishing and development of new young leaders.
5. Work with TEIs and IME2 officer to ensure that training is tailored not just to national qualities requirements, but also to the Diocesan Transformation Strategy.

**3. Overseeing lifelong learning and well-being**

1. Develop an integrated and strategic Diocesan programme of training and development for both lay and ordained leaders to ensure a comprehensive and appropriate training offer at every level, aligned with the Diocesan priorities and vision for Transformation. Particular attention should be given to points of transition to ensure continual support throughout the leadership journey. Ensure regular review and evaluation of the programme and each area of training. This will include:
   * Specific courses and training aligned to our Growing Churches and Growing Younger strategies, which should be developed and delivered in partnership with the Strategic Leads for these workstreams
   * Development for those in discernment to a lay or ordained vocation
   * Training for lay leaders, from a foundational stage through to Authorised and Licenced roles
   * Training from pre-ordination, through IME2 to first incumbency
   * The Continued Ministerial Development (CMD) programme for clergy and lay leaders, which will include specific events to respond to ongoing development needs arising from the Ministerial Development Review (MDR) cycle
   * Key Diocesan events (e.g. Study Days)
2. Provide oversight and regular review of the MDR scheme to ensure alignment with Diocesan strategy and National requirements.
3. Develop, support and review a Wellbeing Strategy, providing continued oversight of the implementation with the Counselling and Wellbeing Enabler.
4. Manage the allocation of special grants and clergy sabbaticals.
5. Provide ongoing oversight and development of spiritual direction and pastoral supervision.

**4. Requirements of Strategic Lead**

1. Be a culture carrier within the Mission, Discipleship and Ministry team and throughout the wider Diocese, championing the Transformation vision and Diocesan priorities and modelling the team ethos.
2. Be an active and engaged member of the Strategic Leads team, prioritising collaboration, communication and integration across all areas of work, to enable collective planning, shared decision making and the flourishing of all areas of Transformation. Pray regularly with other Strategic Leads.
3. Hold budget responsibility for agreed spend within the Growing Leadership workstream, as delegated from the Head of Programme Delivery for Diocesan Transformation.
4. Place high regard on, and be responsive to, Diocesan and National priorities in Equality, Diversity and Inclusion, Safeguarding, Safer Recruitment, and other areas of significance.
5. Work closely and collectively as a team with other Diocesan teams to ensure joined up working and integrated communication (i.e. Strategic Leads are not making repeated or conflicted demands of other individuals or teams). Specifically, work together with the Diocesan Communications team to raise aspirations and awareness of the Transformation programme and ensure a range of good news stories are shared to reflect the the Transformation vision and Diocesan priorities.
6. Work closely and collectively as a team on engagement with parishes/deaneries to ensure both joined up working and integrated communication with clergy and lay leaders.
7. Support and substitute for other Strategic Leads and deputise for the Head of Programme Delivery for Diocesan Transformation as needed.
8. Hold Programme Manager responsibility for the Mission and Ministry Development Programme Board alongside the Growing Mission Strategic Lead, to include:
   * Attending all Programme Board meetings
   * Liaising regularly with the Programme Sponsor and supporting the planning of meeting agendas
   * Support the Administrator in ensuring the timely submission of reports and data
   * Provide summary reports for all Programme Board meetings
   * Provide reports as needed to highlight specific issues or challenges.
9. Identify and resolve any risks or issues in relation to the Growing Leadership strategy, escalating as necessary to the Head of Programme Delivery for Diocesan Transformation in the first instance and the Programme Board Sponsor as needed.
10. Support the Head of Programme Delivery for Diocesan Transformation and Diocesan Secretary in meeting all other governance requirements including, but not limited to, Annual Reviews and ongoing monitoring with the National Church and the Diocesan Annual Report.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Genuine Occupational Requirement**

Due to the nature of working in a specifically church leadership context, the post holder must be an active communicant member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance.

This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A Application Form**

**I Interview**

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to Degree level or equivalent  Theological and/or Ministerial training | Essential  Essential | A  A |
|  | **EXPERIENCE** |  |  |
| 2  3  4  5  6  7  8  9 | Experience of church leadership  Experience in managing projects and programmes that involve a range of stakeholders.  Experience of delivering training and/or coaching  Experience of line management and leading teams  Experience and understanding of the structures of the Church of England  Experience of managing budgets  Experience of church planting and missional work  Experience of Theological Education Institutions | Essential  Essential  Essential  Essential  Essential  Desirable  Desirable  Desirable | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
|  | **SKILLS & APTITUDES** |  |  |
| 10  11  12  13  14  15 | Strategic and efficient organiser with great initiative  Ability to establish and maintain positive and mutually beneficial working relationships with key stakeholders, with a particular ability for understanding the perspectives and feelings of others.  Excellent, effective and persuasive written and oral communication skills, including presentations and report writing, that are intentionally tailored for one’s audience.  Skilled problem solver, able to investigate and breakdown underlying issues and identify potential implications.  Proactive in dealing with conflict in a healthy and transparent way  Competent IT user comfortable in use of MS Office packages | Essential  Essential  Essential  Essential  Essential  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 16  17  18  19  20  21 | A deep commitment to a personal Christian faith with a motivation to see that grow in others and a prayerful and hopeful response to challenge.  A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period. A lifelong learner.  Demonstrated self-belief and self-awareness, having confidence in one’s judgement and resilience in adversity, and managing emotions effectively.  Emotional intelligence, displaying empathy and understanding for the feelings of others  Adaptability, a positive attitude to change and a willingness to learn.  Able to engage across a breadth of churchmanship, respectful of all traditions | Essential  Essential  Essential  Essential  Essential  Essential | A/I  A/I  A/I  A/I  A/I  A/I |

The postholder will be required to travel widely around the diocese with some evening and weekend working expected.