

**Vocations Advisor Role Description & Person Specification**

The Oxford Diocesan Board of Finance (ODBF) is committed to promoting a safe environment and culture for everyone.

The individual appointed to this volunteer role must be committed to ODBF’s vision and values. Our common vision for a more Christ-like Church, contemplative, compassionate and courageous for the sake of God’s world is set out at <https://www.oxford.anglican.org/mission-ministry/towards-a-common-vision/>.

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| **Role Description for Vocations Adviser** |
| **Main purpose of the role** | The overall purpose of the role is to help individuals to discern where they are called to serve the Lord. This includes vocations of all kinds: ministerial, social and relational. As a part of the role VAs will equip incumbents and parishes to encourage vocations of all kinds in the deanery or other context to which they are linked. |
| **Responsibilities - what will you be doing?**  | * To meet with individuals (usually 2-3 times) to listen and advise them in their vocational journey.
* To be informed about different forms of lay and ordained ministry, training and authorisation so as to be able to offer up to date and accurate advice.
* To keep records of meetings with enquirers and outcomes.
* In consultation with incumbents, to refer those seeking authorised ministry to the appropriate Diocesan officer – using the forms provided.
* To meet with and write reports on those seeking authorised ministry as an external assessor, as requested by incumbents and set out in the Diocesan Policy for authorised ministries.
* To meet with those considering ordained and Licenced Lay Ministry to provide information as required on the forms for referral.
* To attend the annual diocesan meetings, and annual meetings with Area Bishops.
* In conjunction with other VA’s, to run vocations events or assist with the vocations work in their area.
* To encourage clergy and laity in the deaneries to promote vocations. To preach on vocations when possible; to inform Clergy Chapter and Deanery Synod on vocation issues.
* If time and skills permit, to be available to attend school or college careers events, and to speak to youth groups about vocation.
* At the end of each year, to fill in a simple record of work done in the year. This forms part of the Annual report of the Network.
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| **Key Working Relationships** | Responsible to: * Area Director of Ordinands (for designated Archdeaconry)

Other key relationships* Area Vocations Team (for designated Archdeaconry)
* Incumbents/Deanery Officers in the designated Deanery
* Other Vocations Advisers (for designated Archdeaconry)
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| **Location and hours - when and where you will be doing it?**  | Working from home.Approximately 3-5 per week.It is appreciated that this is a voluntary role, held alongside other responsibilities. Each Vocations Adviser is encouraged to monitor and manage how their time and skills are used to best effect. |
| **Who will you be responsible to?** | The Area Director of Ordinands for the designated Archdeaconry |
| **Support you will be given** | * An induction into your role
* A ‘settling in’ or ‘trial’ period
* Ongoing support, accountability, oversight and supervision namely, you will be paired/grouped with an experienced Vocations Adviser for peer review and support in between annual meetings. Training will be given at Diocesan meetings, and it may be possible to make use of events run by the National Ministry Team.
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| **General Information** | * This is a volunteer role for which expenses will be paid.
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**Knowledge, Skills and Experience**

We are looking for volunteers with the following skills, experience and personal attributes that a person needs to carry out the above role (including any qualifications or training the person needs to undertake this role).

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| **Person Specification for [insert volunteer title]** |
| **Criteria** | **Essential**  | **Desirable**  |
| **Knowledge**  |  | Ministerial pathways (ordained and lay) in the Diocese of OxfordCurrent best practice in promoting vocations |
| **Skills** | Good communication skills | Report writing |
| **Experience** | One-to-one work in a pastoral, mentoring, coaching or Spiritual direction context | Planning and delivering events to encourage discipleship or vocational growthMinistry as an authorise or licenced lay person or in an ordained role |
| **Personal Attributes** | Interest in vocations workAbility to work independently and flexiblyAbility to work well with different church traditions |  |
| **Qualifications/Training** |  | Training in mentoring, spiritual direction or coaching |
| **Other** |  |  |

Created by: Date: \_\_\_ / \_\_\_ / 20\_\_\_\_