

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

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## THE DIOCESE OF OXFORD

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 are called 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](#).

## THE CONTEXT AND PURPOSE OF THIS ROLE

The Diocese of Oxford is committed to enabling the ministry and leadership of the whole people of God in the whole of our lives within its 626 parishes, 29 deaneries and four episcopal areas. We are seeking to raise vocations to ordained and licensed lay ministries in order to do this.

The Diocese is developing discipleship and learning of the whole people of God through an innovative online learning hub; new pathways of training to raise lay vocations and has pioneered a new ordination training pathway for those over the age of 60 who sense a call to ordained ministry but have fewer years to discern and train.

## **JOB PURPOSE:**

Within the overall purpose of the Board of Mission, the Diocesan Director of Ordinands has responsibility for:

- Leading, developing and delivering the strategic development of vocations to authorised lay, licensed lay and ordained ministry across the Diocese.
- Lead, develop, and extend the team of Area Directors of Ordinands (ADO's) (two FTE) and part-time Volunteer Assistant Directors of Ordinands (VADO's) and team of Deanery Vocations Advisors.
- Enabling flourishing authorised lay, licensed lay, and ordained vocations that equip those called to flourish in their giftings and callings, so that the church might grow.
- Overseeing the discernment of people for authorised lay, licensed lay, and ordained ministry.
- Overseeing the support of diocesan candidates in training for authorised lay, licensed lay, and ordained ministry.
- Following excellent practice in safeguarding and safer recruitment.

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

## **PRINCIPAL ACCOUNTABILITIES**

<b>1. To lead the strategic development of vocations to ordained, authorised lay and licensed lay ministries for the Diocese of Oxford.</b>	30%
<b>2. To work with candidates from enquiry to ordination and advise the relevant area Bishop about the sponsorship of candidates for National Discernment.</b>	40%
<b>3. To lead and manage the Vocations and DDO Team, including their professional development</b>	20%
<b>4. Within the Department of Mission, 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.</b>	10%

## **DUTIES AND RESPONSIBILITIES**

- 1. To lead the strategic development of vocations to ordained, authorised lay and licensed lay ministries for the Diocese of Oxford**
  - Oversee the discernment, development, and delivery of strategies for vocations which will release the considerable potential for authorised lay, licensed lay, and ordained ministry across the Diocese, working collaboratively with all the relevant stakeholders.
  - Work closely with all key 'stakeholders' to inform and guide the development and implementation of vocations strategies.
  - Actively seek 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.
  - Oversee, support, and review the work of the network of Vocations Advisers and ensure the network is resourced and supported appropriately.

- Have prime responsibility within one or more Areas for the development of lay and ordained vocations work.
- Keep up to date with the development of the Church of England's vision, strategy, and best practice in their area of work by being the main interface with the Ministry Development Team and acting as a "centre of expertise" for the Diocese.
- Foster a creative and critical relationship with training providers.
- Take responsibility for the Vocations and 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.
- Working closely with the Head of IME2, facilitate the Curacy Matching and Title Posts processes.

**2. To work with candidates from enquiry to ordination and advise the relevant area Bishop about the sponsorship of candidates for National Discernment.**

- Act as an Area Director of Ordinands for at least one archdeaconry, nurturing the development of those offering themselves for ordained ministry from the point of referral.
- Work closely with the Area Bishop, Archdeacon, Area Deans, and Lay Chairs and attend Area Team meetings.
- Exercise discernment, best practice, and sensitivity to oversee candidates through the Shared Discernment Process efficiently.
- Manage the discernment processes by working within current legislation, Ministry Development Team guidelines, and Diocesan policies.
- Act as a point of liaison with Vocations Advisors, Incumbents, Chaplains, Diocesan Safeguarding Adviser, and others, about a potential candidate's suitability.
- Be responsible for the oversight and pastoral care of the ordinands during their training and transition to public, professional ministry.
- Be the lead contact for candidates in the Oxford Area, delegating discernment work to colleagues as required.
- Advise the relevant Area Bishop about candidate suitability for sponsorship to National Discernment and training for ordained ministry.
- Oversee the arrangements for the ordination retreats and the ordination services in the Cathedral (deacons) and in the Area (priests).

**3. To lead and manage the Vocations and DDO Team, including their professional development**

- Manage the 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.
- Work with other members of the Vocations and DDO Team in planning and running vocation events in line with the vocations strategies.
- Advise the Bishops and other diocesan officers on matters of policy with regard to public, professional ministry.
- Be committed to maintain high standards of professional practice and personal development.

**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, sharing leadership at departmental meetings, contributing to budget discussions, and departmental workplan development and oversight.
- Attend Department of Mission and Ministry staff meetings leading them as required.
- Take a proactive approach to continuous professional and personal development, keeping space for theological reading and reflection, embracing training and other development opportunities.
- Carry out any other duties and responsibilities as agreed by the line manager.
- Comply and fully cooperate with ODBF health and safety policy.
- 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.

## **DIMENSIONS**

### **People**

- Acts as line manager for the Vocations and DDO Team of staff and volunteers.
- Works with around 30 candidates and ordinands in training.
- As a member of an Area Team, works closely with the Area Bishop, Archdeacon, Area Deans, and Lay Chairs and attend Area Team meetings.
- Supports Bishop's Staff in the development and oversight of vocations strategies 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 Vocations and 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 the Vocations 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 and Deputy Directors of Mission 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 all 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  
 All Board of Mission staff  
 Vocations Advisers  
 Human Resources and Safeguarding Teams  
 Director of Finance  
 Director of Communication  
 Registrar

### **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:

- 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 supporting with integrity both male and female candidates for ordained ministry, working to the Five Guiding Principles
- Experience of developing and implementing strategy in line with organisation priorities and in consultation with stakeholders
- A track record of working in the field of vocational discernment, including knowledge of the Shared Discernment Process for ordained ministry in the Church of England.
- 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.
- Enthusiasm for growing vocations across a wide range of church traditions
- 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.
- 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	<p>Salary scale £54,531.32 - £59,075.41 per annum</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> <p>As this is an ODBF-employed role, there is no housing provision.</p>
Hours of work	<p>37 hours per week, Monday - Friday.</p> <p>Your working pattern should be agreed 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 will be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	<p>Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF</p> <p>It is expected that you will work within our flexible working policy.</p>

Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the fifth year of employment, this will increase by 1 day each year to a maximum of 30 days leave per annum.</li> </ul> <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. In our case this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website:</p> <p><a href="https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf">https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</a></p> <p>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.</p>
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.
Special requirements	An Enhanced DBS check will be required for this role.



**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:** .....