

JOB TITLE: Continuing Ministerial Development (CMD) Adviser

GRADE: J

EMPLOYER: Oxford Diocesan Board of Finance

DEPARTMENT: Mission and Ministry

LINE MANAGER: Director of Formation for Ministry

ACCOUNTABLE TO: Director of Mission & Ministry

RESPONSIBLE FOR: N/A

LOCATION: Church House Oxford, Langford Locks, Kidlington, Oxford, 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 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

With the Director of Formation for Ministry and other colleagues in the Formation for Ministry team, the post holder will play a key role in enabling the flourishing of those in licensed ordained and lay ministry, responding, supporting and resourcing them for the ministry challenges of the present and the future.

JOB PURPOSE

To share in the development and manage the delivery and review of a wide, deep, agile and imaginative Continuing Ministerial Development (CMD) programme which supports, resources and enables the flourishing of **licensed**, ordained and lay ministers across the Diocese.

PRINCIPAL ACCOUNTABILITIES

1.	To manage the delivery of the CMD programme across the Diocese for licensed ordained and lay ministers.	60%
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2.	To review the CMD taken by licensed ordained and lay ministers, both through and outside the diocesan provision.	10%
3.	To manage the diocesan sabbatical and grants schemes, and to hold communications around all other grants schemes related to the CMD of licensed ordained and lay ministers.	20%
4.	To work collaboratively within the department and other teams in the Diocesan Board of Finance, to undertake any other related duties as agreed by the line manager, and to engage in their own professional development.	10%

DUTIES AND RESPONSIBILITIES

1. To manage the delivery of the CMD programme across the Diocese for licensed ordained and lay ministers.

The design of the CMD programme will be held by the Director of Formation for Ministry in consultation with the Director of Mission and Ministry and others, as appropriate.

- Keeping the CMD calendar of events and residentials (on Outlook).
- Liaising with local and national organisations providing CMD through events (e.g., Clergy Support Trust provision, Bampton lectures) and programmes (e.g., Leading Your Church into Growth, Arthur Rank centre).
- Organising CMD events and residentials: including organising Eventbrite, venues and catering.
- Publicising CMD events and residentials: including but not limited to,
 - Ensuring up to date information is available on the diocesan website.
 - Writing CMD news three time per year (with occasional shorter updates, as necessary).
 - Sending out targeted invitations to residential events to identified groups (e.g., Post of First Responsibility and Preparation for Retirement).
 - Ensuring events are publicised in diocesan publications (e.g., e-news and Church House Quarterly) in a timely manner.
- Hosting CMD day events: including taking responsibility for setting up teaching rooms, refreshments and lunches, and packing down teaching rooms.
- Take responsibility for delivering and managing specific elements of the programme as agreed.
- Manage the logistics of setting up and continuing to deliver learning communities overseen by the CMD team.
- Manage the process for connecting ordained and licensed lay ministers with coaches, mentors, and spiritual directors.
- Where appropriate, working in collaboration with others in the Formation for Ministry Team, and the Department of Mission and Ministry, to deliver the CMD programme.
- Share in the management of the CMD budget, including a monthly budget review.
- Ensure the ongoing maintenance of CMD documentation (e.g., manage the CMD files on SharePoint).

- Maintain CMD contact information and ensure effective communication with internal and external stakeholders.
 - Participate in monthly CMD Business Meeting with the CMD Team.
 - Participate in CMD Team training days.
- 2. To review the CMD taken by licensed ordained and lay ministers both through and outside the diocesan provision.**
- To lead on the design (in consultation with the Director of Formation for Ministry and Director of Mission and Ministry) and delivery of a review of the actual uptake of CMD taken through and outside of diocesan provision by licensed ordained and lay ministers in the diocese.
 - Work with the Parish Development Advisors, the Area Teams, and others involved in the Ministerial Development Review process to identify training and development needs, and to communicate those needs to the CMD Team.
- 3. To manage the diocesan sabbatical and grants schemes, and to hold communications around all other grants schemes related to the CMD of licensed ordained and lay ministers.**
- Manage the diocesan CMD grant scheme.
 - Manage the diocesan sabbatical grants scheme.
 - Triage grant application correspondence from ordained and lay minister concerning grants from the Bartlett Trust, Bayne Benefaction, Clergy Education Fund, the Women's Continuing Ministerial Education Trust and all other grant schemes related to the CMD programme of the diocese.
- 4. To work collaboratively within the department and other teams in the Diocesan Board of Finance, to undertake any other related duties as agreed by the line manager, and to engage in their own professional development.**
- Collaborate with the Communications to ensure that the information concerning CMD on the diocesan website is up to date and accurate.
 - Liaising with the senior diocesan on behalf of the CMD Team where appropriate (e.g., with the Director of People on the delivery and effectiveness of the pilot Pastoral Supervision Groups).
 - Participate and contribute to diocesan, regional and national CMD networks, if appropriate.
 - Collaborate with other colleagues in the department including participation in departmental meetings as agreed.
 - 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.
 - Comply and fully cooperate with ODBF health and safety policy.
 - Maintain up-to-date knowledge of technical competency areas.
 - Take a proactive approach to continuous professional and personal development by embracing training and other learning/development opportunities.
 - Participate in the ODBF performance management processes.

DIMENSIONS

- **Relationships** – develop and maintain high-quality relationships of trust with key stakeholders at all levels, but particularly with local clergy and Licensed Lay Ministers. The Diocese has **390** stipendiary clergy working alongside a further **232** SSMs or House for Duty priests and **209** LLMs.
- **Delivery** – deliver creative, well-planned interventions of consistent high quality
- **Financial** - Support the Director of Formation for Ministry in managing the CMD budget of around **£60k**.

PLANNING AND ORGANISATION

The post-holder will:

- Lead on the management and delivery of the Diocesan CMD programme, both online and onsite, as agreed with the Director of Formation for Ministry.
- With the Director of Formation for Ministry, prepare an annual work plan in line with Departmental strategic objectives within the CMD area of work or replace it with plan and organise agendas, papers, and other reports in relation to CMD programme as required.

DECISIONS

The post-holder will:

- Prioritise their own work across the range of principle accountabilities.
- Work both on their own initiative and collaboratively.
- Make time for their own professional and spiritual development.
- Share in the wider work of the Department of Mission and Ministry.

CONTACT WITH OTHERS

The post-holder will be in regular contact with:

Internal:

- Director of Formation for Ministry
- CMD Administrator
- Director of Mission and Ministry
- Formation for Ministry Team
- Parish Development Advisers
- Director of Communications and Team
- Director of People, Head of Human Resources (HR), and HR Team.
- All other Department of Mission and Ministry colleagues

External:

- Clergy and Licensed Lay Ministers (LLMs) and other Lay Ministers across the Diocese.
- South Central Regional Learning Partnership and equivalent advisers within the member Dioceses (SCRLP), if appropriate.
- National CMD networks, as appropriate.

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

There is a genuine occupational requirement for the post holder to be a baptised Christian, woman or man, lay or ordained, who is a communicant member in good standing with the Anglican Church or in another Church which subscribes to the doctrine of the Holy Trinity.

Essential

- Excellent organisation skills.
- Excellent interpersonal skills.
- Excellent written communication skills.
- Clear ability to multi-task effectively and efficiently.
- Ability to read accounts accurately.
- Ability to set up and take down small scale events on location.
- Very good IT skills, including an ability to use (or quickly gain proficiency in) Microsoft Outlook, Moodle, Eventbrite and X-Ledger.
- Experience of managing a programme of events.
- Experience of working with multiple groups of people.
- Experience of coordinating various individuals and groups to stage events.
- Experience of managing a budget efficiently.
- Experience of writing copy for various forms of publicity.
- Experience of collaborative team working.

Desirable

- Experience and knowledge of adult ministerial training and development.
- Lay or ordained ministry at the local level, recognising its opportunities and constraints and an ability to understand the context, challenges and opportunities of lay and ordained ministry in the various different ministry contexts found within the diocese.
- Experience of working creatively and effectively with different theological traditions and approaches within the Anglican church.

GENERAL INFORMATION

Band	J
Remuneration	<p>Salary scale - £45,378.55 to £48,869.21 (pro rata)</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>22.2 hours per week with regular agreed hours and days (0.6 FTE)</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 may 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 (CHO), Langford Locks, Kidlington, Oxford, OX5 1GF. It is expected that the Adviser will work from CHO, or another location required by their work, for two days per week on average.</p>
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 fifth 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 found on the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf</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 pension contributions for additional employer contributions by reducing your tax and national insurance payments.</p>
Probation period	<p>Six months, during which time progress is regularly reviewed and the period may be extended. Six months</p>

Notice period	During probation, 1 month and thereafter, three months from either side, or the statutory minimum (whichever is greater).
Circumstances	Travel within the Diocese of Oxford (Oxfordshire, Buckinghamshire and Berkshire). This requires the ability to travel within a large geographical and sometimes in rural areas with no access to public transport.

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: As part of the annual review process.

Print name:

Date:

Signed: