

DIOCESAN BOARD OF FINANCE

JOB PROFILE

JOB TITLE:	Diocesan Director of Vocations (DDV)
ACCOUNTABLE TO:	Director of Ministry and Mission (DMM)
RESPONSIBLE FOR:	Associate Director of Vocations (ADV) (half-time) Senior Administrator (full time)
HOURS:	Full time
SALARY SCALE:	£42,548
KEY RELATIONSHIPS:	The role involves building productive relationships with a range of individuals, including: <ul style="list-style-type: none">• Diocesan Bishop/Sponsoring Bishops• The Director of Ministry and Mission• The wider Ministry and Mission Team.• Director of Ministerial Formation and Development• Assistant DDOs• The regional network of DDOs and the staff of the national Ministry Team• Principals of Theological Education Institutions (TEIs).

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Wakefield and Ripon and Leeds. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings, in parishes spanning a wide range of contexts: post-industrial towns, multi-church rural, multicultural urban etc. It comprises five episcopal areas, each with its own Area Bishop and Archdeacon.

Values, Vision and Strategy

The Diocesan values, *Loving, Living, Learning*, are vital to the way we engage in ministry together across the diocese. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

The Diocese of Leeds promotes a vision for *Confident Christians, Growing Churches, Transforming Communities*. This is advanced by a Diocesan Strategy, originally approved in 2019, with goals that included re-imagining ministry, nurturing lay discipleship, building leadership pathways and growing young people as Christians.

In 2024, post-Covid, we moved to a new phase in its implementation: [Barnabas-Encouraging Confidence](#), supported by a Diocesan Investment Programme grant of £3.9 million.

The Context and Scope of the Role

The person appointed will lead the diocesan Vocations Team, working with ADDOs spread across the five episcopal areas. The team forms part of the diocesan Ministry and Mission Team which aims to provide 'non-silo' resourcing of ministry and mission in a diocese with five episcopal areas and an ambitious programme for encouraging confident ministry and discipleship. The DDOV will play a leading role in ensuring vocations to lay and ordained ministry are promoted throughout the varied contexts of the diocese, combined with ensuring discernment processes are wisely administered and well-aligned with diocesan ministry opportunities and the national discernment framework. This includes giving particular attention to the Church of England's vision to become younger and more diverse. It also involves working collaboratively with those responsible for the range of lay ministry pathways in the Diocese (see <https://leeds.anglican.org/how-we-can-help/clergy-lay-training/lay-ministry-and-leadership/>)

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

Overall Purpose

- To encourage and promote vocations to lay and ordained ministry throughout the diocese
- To lead and resource diocesan engagement in discernment for ordained and lay ministry, working collaboratively with diocesan colleagues
- To support diocesan ordinands and enable appropriate curacy placements
- To encourage and promote younger and more diverse vocations

Key responsibilities

1) Promoting vocations to lay and ordained ministry

- Be pro-active in encouraging vocations to lay and ordained ministries throughout the diocese
- Understand the scope and requirements of the full range of diocesan lay ministry pathways, guiding individuals to explore their suitability where appropriate
- Organise and participate in diocesan vocational events
- Preach regularly throughout the diocese

2) Discernment for ordained ministry

- Act as a diocesan point of contact for individuals wishing to explore a calling to ordained ministry
- Oversee and participate in the Diocesan discernment process for candidates exploring ordained ministry, using the national discernment framework and two stage panel-process, in conjunction with the ADDOV and ADDOs.
- Oversee the preparation of the required documentation for Ministry Team for candidates attending national selection panels
- Refer candidates, where necessary, to the person responsible for the Archbishops' Canon C4 Faculty required prior to sponsorship.
- Liaise with Sponsoring Bishops about the progress of candidates, their suitability for sponsorship and any initial debriefing after their recommendation is known following participation in national Selection Panels.
- Keep abreast of the range of training pathways available for ordination candidates, offering informed advice where needed

3) Ordinands and Placement Parishes

- Oversee and provide support for ordinands during their initial ministerial education (IME1), visiting them in their theological education institutions (TEIs)
- Be proactive in recruiting ordinands released from other dioceses to serve as 'import curates' in the Diocese of Leeds
- Build relationships with Principals and other staff in TEIs, keeping up to date with issues impacting on ministerial formation
- Lead the diocesan process for matching ordinands to placement parishes

4) Younger and more diverse vocations

- Contribute to diocesan efforts to widen participation in ministry pathways, encompassing UK Minority Ethnic/Global Majority Heritage candidates, disabled people and other under-represented groups, ensuring there is appropriate diversity amongst those engaged in diocesan discernment.
- Lead the vocations team in fostering vocations of young people

5) General

- Provide updates and reports monthly to the Bishop's staff meeting
- Oversee the preparation of an annual vocations budget, keeping up to date with evolving national arrangements for funding ministerial formation.
- Work collaboratively as a member of the diocesan Ministry and Mission Team, to promote the diocesan vision for *Confident Christians, Growing Churches, Transforming Communities*.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post. The above information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

There is an Occupational Requirement that the post holder is a practising Christian and ordained member of the Church of England in accordance with Schedule 9 of the Equality Act 2010

4.6.24

Person Specification

(E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Qualifications, Training and Experience	<ul style="list-style-type: none"> • An ordained member of the Church of England • Experience of diverse ministry contexts in the Church of England • Experience of effective team leadership • Theological qualification at least to Diploma level • Degree in theology 	E E E E D
2	Skills, Knowledge and Attributes	<ul style="list-style-type: none"> • Commitment to and vision for the ministry of the whole people of God, with an understanding of a variety of models of Anglican ministry • Shows aptitude to engage perceptively with theological issues relevant to discerning ministerial vocation • Ability to work collaboratively with a wide range of stakeholders • Intuitive, sensitive and perceptive, with the ability to demonstrate critical discernment • Ability to give high quality, clear and accurate feedback to candidates after interview and selection processes, whether recommended or not • Good written and verbal communication skills, including the ability to write clear and concise reports • An ability to manage a complex workload with competing demands. • Ability to oversee budgeting arrangements 	E E E E E E E
3	Disposition and Attitude	<ul style="list-style-type: none"> • Enthusiasm and passion for the vocational and spiritual development of God’s people, with a track record of growing their gifts and confidence • Self-motivated and able to work well both independently without supervision and as part of a team, recognising, supporting and promoting the responsibilities of collaborative working • Enthusiastic engagement with own continuing ministerial and professional development • Able to engage effectively across the breadth of the Church of England. • Willing to support all candidates for ordained ministry, within the parameters of the Church of England’s national Discernment Framework and policies covering differing theological convictions, such as the Five Guiding Principles. • Committed to increasing the diversity of those engaging in ministry, encompassing the challenges of the Church of England’s racial justice report <i>From Lament to Action</i> • Committed to observing appropriate confidentiality • Commitment to/vision for the ministry of the whole people of God • Readiness to promote the diocesan vision for <i>Confident Christians, Growing Churches, Transforming Communities</i>. 	E E E E E E E E
4	Special Requirements	<ul style="list-style-type: none"> • Flexibility to work outside office hours (including evenings, weekends & occasional overnight stays) • Ability to travel across the diocese 	E E

		<ul style="list-style-type: none">• There is an Occupational Requirement that the post holder is a practising Christian and an ordained member of the Church of England	E
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