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| A red shield with white keys and a crown  Description automatically generated | **Diocesan Adviser in Pastoral Care** |
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With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of 579 churches and 123 schools across 442 parishes. We are led and guided in our faith and work by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

As a diocesan family, we are renewing our commitment to our vision and goals. We are putting fresh energy into Living Christ’s Story, and delivering strategic programmes focused on our aims: *becoming* more like Christ; *reaching* those we currently don’t; *growing* churches of missionary disciples; and *transforming* our finances and structures.

**Background**

As a Diocese we are committed to the flourishing and wellbeing of all of our clergy, licensed and authorised lay ministers, churchwardens and diocesan employees. Although formal systems of line management and care exist, we realise that there will be times when individuals will seek pastoral or counselling support in a safe, non-judgemental and confidential space.

Following the extraordinary and innovative work of the previous role-holder, there is the opportunity for the successful candidate, who could be either lay or ordained, to build on secure foundations and have a significant positive impact on wellbeing for licensed ministers, diocesan employees, and lay officers.

Line management will be through the Director of Lifelong Learning. The Archdeacon of Cleveland will act the link with the York Diocesan Leadership Team.

**Overall purpose of the role**

To promote wellbeing and to provide access to swift, safe, non-judgmental and confidential support for all licensed and authorised ministers and their families, and diocesan employees during times of difficulty or crisis, enabling them to flourish in their ministry.

**Support in the Role**

In addition to the support from the Head of Lifelong Learning and the Archdeacon of Cleveland, it is expected that the postholder will participate in the national network of Advisers and will also have regular professional supervision, which will be paid for the by Diocese. The diocese encourages a culture of lifelong learning and will, where possible, support appropriate continuing professional development.

**Key responsibilities**

* To support ministers and their families, lay workers, and Diocesan employees through potentially complex pastoral needs or situations, including where there are concerns regarding mental health issues.
* To offer short-term counselling to Licensed or Authorised Lay Ministers and one-off sessions to some church officers upon referral.
* To co-ordinate mediation through the trained mediators in the diocese.
* To offer and co-ordinate a counselling/psychotherapy service to ministers and their immediate families, ordinands referred by the DDO, and Diocesan staff through the team of counsellors and psychotherapists around the Diocese.
* To work with and advise the York Diocesan Leadership Team (YDLT) on matters related to pastoral care and wellbeing and to present an annual report.
* To liaise where appropriate with the Diocesan Safeguarding Team and the Canon for Congregational Discipleship and Nurture at York Minster.
* To co-design and facilitate an annual programme of support for emotional wellbeing, including engagement with diocesan staff and clergy chapters to reflect with them on wellbeing, events on self-awareness, resilience, participation in clergy induction and IME/CMD for licensed and authorised ministers.
* To oversee and train anti-harassment advisors (one in each Archdeaconry) and provide supervision for Archbishop’s Visitors, Authorised Listeners, Diocesan Mental Health First Aiders and those providing pastoral support under House of Bishops Guidance (e.g. in relation to CDM or Safeguarding).

**Additional responsibilities**

* To contribute to Safeguarding week and the Survivors’ Voice Group.
* To contribute to wider engagement on ministerial and staff wellbeing, particularly in the areas of the postholder’s own specialisms, through participation in the facilitation of Lifelong Learning and the provision of training.

**Other Role Requirements**

* To maintain appropriate levels of confidentiality, adhere to the Diocesan Privacy Notices and meet data protection legislation requirements.
* To adhere to the Diocese’s Safeguarding policy, which includes a responsibility to remain up to date with safeguarding training, and to have an Enhanced DBS check every three years.
* If ordained, to be eligible to hold the Archbishop’s Licence.
* To adhere to the Diocese’s Health and Safety policy and procedures.

**Key Relationships**

* Archbishop, Bishops and Archdeacons
* HR Manager
* Diocesan Secretary & Chief Executive
* York Minster clergy
* Archbishop’s Visitors
* Diocesan Mental Health First Aiders

**Person Specification**

This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010 because of its representational role within the Diocese.

**Essential**

* BACP or ACC accredited or UKCP registered counsellor/psychotherapist.
* Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
* Ability to mentor and coach.
* Understanding of, and commitment to, equity, diversity and inclusion.
* Self-motivated and well-organised; able to work to a high standard within a team context.
* Excellent IT skills, including use of TEAMS/Zoom, Word, Excel, PowerPoint and an electronic diary system.

**Desirable**

* Trained mediator or willing to be trained to an appropriate standard in mediation skills.
* Able to contribute to the delivery of wellbeing training.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate.

**Summary of Terms and Conditions**

Employer The York Diocesan Board of Finance (YDBF)

Line Manager Head of Lifelong Learning

Leadership Team Link Archdeacon of Cleveland

DBS Disclosure An enhanced DBS check is required for this post

Probationary Period Appointments are subject to a 6 month probationary period

Location The post is designed to be home-based but with an expectation of regular travel around the diocese. Meeting spaces will be made available at Diocesan Office as required.

Hours The post is full time. Our normal contracted hours are 35hr per week worked over 5 days, although the post holder should expect there to be some variation in this according to fluctuations in case load. There will be flexibility of working hours but with an expectation that, as far as is reasonable, the advisor will seek to meet with those being supported at times that are convenient for them and their families.

Salary An appointment will be made at Grade 4. Starting salary will be around £40,000.

Pension The YDBF offers a contributory pension scheme organised by the Church of England Pensions Board. For each 1% of contribution paid by the employee (from a min. of 3% to a max. of 7%), the employer will pay a contribution equivalent to double the amount (which includes payment towards the life assurance scheme).

Ordained staff may opt to remain in the clergy pension scheme, subject to additional salary sacrifice.

Holidays In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks’ annual leave in any year.

Mileage A mileage allowance will be paid in respect of qualifying journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles) in line with the Travel Expenses policy which is available to applicants on request.

*Non-contractual Benefits*

Employee Benefits We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.

Pastoral Care We have an Employee Assistance Programme, and professional supervision will be funded for the postholder. Where additional personal Pastoral Care is needed, it will be facilitated via the Leadership Team Link person.