

Job Title	Area Director of Ministry (Willesden) and Diocesan Clergy Wellbeing Adviser
Reports to	Responsible to the Area Bishop and line managed by the Diocesan Director of Ministry
Team	Ministry (Willesden)
Directorate	Ministry
Location	London Diocesan House, Causton Street
Contract type	Permanent, full-time (35 hours)
Job Grade	D
DBS Requirement	Enhanced DBS

Job Purpose	<p>The Willesden Area Director of Ministry is a senior member of the Willesden Area Team, responsible for providing visionary leadership and ensuring good management of key ministry initiatives. Specifically, the postholder oversees fostering vocations to lay and ordained ministries, directing ordinands, supervising post ordination training, overseeing clergy ministerial review, development, and training, facilitating lay training programmes, holding diocesan Clergy Well-being portfolio. As a senior member of the Willesden Area Team the Area Director of Ministry will also contribute to strategic planning and implementation of ministry objectives within the Area.</p> <p>The Willesden ADM serves as the Diocesan Portfolio lead for Clergy Well-Being. Collaborating with The Bishop’s Adviser to the Bishop of London, they work with other Area Directors of Ministry (ADMs), the London College of Bishops, and diocesan and Area colleagues, to create a strategic vision and processes to implement improved Clergy Well-Being across the diocese.</p>
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About the London Diocese Fund (LDF) and the Diocese of London	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.</p>
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Our Mission, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p>
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Priorities: *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

Equality, Diversity, and Inclusion Statement

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

Safeguarding Statement

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job Scope

Direct and indirect reports	The Willesden Lead ADO The Willesden Area Administrator Diocesan Disability Ministry Enabler The Willesden LLM Warden
Budget responsibilities	The Willesden Area IME2 and Diocesan Well-being budget
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none"> • Provides service to LDF employees, clergy and members of diocesan community. • Supports all members of the People team. • Maintains professional relationship with service providers.

Job Responsibilities

Develops Vocations and Support Ordinands

- Organises events to equip and inspire both lay and ordained vocations.
- Collaborates with clergy/churches to nurture a diversity of vocations.
- Leads the AADO team overseeing candidate discernment and ordinand training.
- Supports ordinands through training, collaborating with TEIs.

Manages Post-Ordination Training, CMD and IME2

- Oversees Area post-ordination training programs (IME2).
- Plans Area ordination retreat and service.
- Manages the curate placement process for the Willesden Area.
- Organises training events for clergy and LLM development.
- Facilitate Area training events (including Clergy Study Days and Area Conferences)
- Oversee the Willesden Area process of Ministerial Development Review (MDR)

- Ensure regular communication about training opportunities and grants.
- Participate and deliver diocesan and national training programmes.

Lay Training

- Ensures high-quality training for lay ministers.
- Communicates training opportunities within and beyond the diocese.

Collaborates & Communicates

- Participates in regular meetings with the Area Leadership Team.
- Works with Diocesan Director of Ministry and within Diocesan Ministry Team.
- Works with other ADMs, DDO and participates in diocesan initiatives.

Team Leadership

- Recruit, manage, motivate, and develop direct reports, promoting continuous learning and collaborative working.

Diocesan Lead on Clergy Well-being Portfolio:

- Advises the London College of Bishops on Clergy Well-being best practice.
- In consultation with Area and diocesan stakeholders, to provide strategic oversight of diocesan clergy well-being.
- Oversees the Diocesan Clergy Well-being budget.
- Line-manage the Diocesan Disability Ministry Enabler
- Undertake other duties commensurate of the role.

Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<i>Education and experience</i>		
	Is ordained		X
	Experience of Ordained/Lay Ministerial strategic planning	X	
	Experience of teaching/training theology or ministry	X	
	Is a practicing Anglican	X	
	Demonstrate good conflict management skills	X	
	Experience of fostering vocations	X	
	Significant experience in effective parochial ministry	X	
	Experience managing/supervising a team	X	
	<i>Knowledge and skills</i>		
	Knowledge of the New Diocesan Discernment Process		X
	IT proficiency (MS Office suite)		X
	Knowledge of IME2 provision		X
	Strong verbal and written communication	X	
	<i>Other requirements</i>		
	Willingness to flexible working	X	
	Right to work in the UK	X	
	A commitment to professional development	X	
Person Specification – Competencies and Behaviours			
	Monitors and implements strategy to develop employee wellbeing		

Focus on Self	Monitors ethical practices, standards and systems and reinforce their use; respects and represents LDF in a confident, honest, ethical and professional way and set an example for others to follow
	Fosters a workplace culture of respect by implementing and monitoring fair and inclusive practices; recognises and respects the value of individual differences to support broader organisational strategies
	Encourages and leverages diverse views and perspectives to develop new strategies, policies and approaches; actively promotes a workplace culture that values fair and inclusive work practices and diversity principles
	Implements processes for the management of conflict and disputes, aligned to LDF policies, and takes action on escalated issues
Focus on Others	Maintains effective relationships with senior internal and external stakeholders, including service providers, and other agencies, to achieve desired strategic outcomes for the organisation
	Drives strategies for effective partnerships within/between the LDF workgroups as applicable
Focus on Team	Takes a systematic risk management approach to safeguarding for area of responsibility and takes action(s) to improve
	Reviews safeguarding performance and identifies key risk areas for area of responsibility, taking a systematic risk management approach to safeguard health and safety of self and others
Person Specification – Competencies and Behaviours	
Focus on Service	Identifies people’s needs and methods for engagement; oversees service delivery and cooperates across work areas to improve outcomes for people
	Initiates, prioritises, consults on and develops individual and team service delivery goals, strategies and plans; monitors progress against aims and goals of the team/unit when prioritising own and others’ work; evaluates achievements and adjusts future service plans accordingly
	Makes decisions in the face of diverse opinions or complex/crisis situations, that are consistent with values, policies and procedures; uses valid, reliable and sufficient information to make decisions
	Applies secure processes and systems for capturing relevant workplace knowledge; applies policies for the protection of confidentiality of people
Aligns with strategy	Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area; identifies and creates opportunities to initiate new connections that will facilitate the achievement of organisational goals within own area
	Identifies improvement and innovation priorities, demonstrates reflective, evidence-based practice and innovative thinking

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.