

Job Description

JOB TITLE	Director of Learning for Ministry	GRADE	LG5
REPORTS TO	Head of Ministries & Learning	LOCATION	London/Hybrid
TEAM	Ministries		

JOB PURPOSE AND OBJECTIVES

The Ministries: Vocations and Worship Team (MVW) exists to equip the Methodist Church by training, developing and supporting those called by God to serve in lay and ordained ministry embedding the strategies which support the Church's aspiration to be inclusive, justice seeking, evangelistic and growing.

Our work:

- to celebrate the vocational call and striving to enable and equip the ministries of the whole people of God.
- to share in oversight of the processes of vocational discernment with the Conference Office, and to offer engaged and high quality training for lay and ordained ministries.
- to equip those in ministry to witness to the transformative power of the gospel.
- to resource, support and encourage ongoing theological reflection and ministry development.
- to develop the worshipping life of the Methodist Church as a response to Our Calling.

Within this, the purpose and objectives of this particular role are:

1. Working with the Head of Ministries and Learning and in collaboration with others in the Conference Office and Ministries and Learning team with regards to learning and development for all forms of authorised ministry in the Church's life.
2. To work closely with the Director of Ministry Development to offer strategic leadership and support to the work of the whole MVW Team.
3. To have particular responsibility, with the Director of Ministry Development, for overseeing the development, implementation and evaluation of pathways and courses for lay and ordained ministry training.
4. To have strategic responsibility for formal relationships between the Methodist Council and Methodist-related learning institutions, and including and in particular with the two Network Centres at Cliff College and The Queen's Foundation, and with Southlands College/Roehampton University.
5. In association with the Director of Research and Scholarship and others, to take a lead on the promotion and oversight of opportunities for higher level academic study for ministers and lay people, to enhance the research and scholarship available to the Church, and to promote the fruit of such research as it resources and informs the mission and ministry of the Church.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	Tutor and Officer for Evangelism and Leadership (Queen's) Director of Research and Scholarship
Resources <i>(e.g. budget control, size of operations under control)</i>	

ROLE ACCOUNTABILITIES

The activities, functions and areas of accountability for the job. As Director of Learning for Ministry:

1. To be responsible for ensuring that the development, implementation and evaluation of learning and development pathways meet the highest standards, fulfilling Connexional policies and benchmarks, and engaging closely with ecumenical partner churches.
2. To be responsible for undertaking informal and formal reviews of learning and development provisions as necessary to ensure that these meet the long term requirements of the Church;
3. To work closely with the Principal and other staff of the Queen's Foundation to build effective working relationships and develop the strongest possible partnership between the work of the Connexional Team and that of the Foundation;
4. To work closely with the Principal and other staff of Cliff College, building effective working relationships and developing the strongest possible links between the work of the Connexional Team and that of the College in the delivery of Connexional learning and missional priorities;
5. To hold responsibility for developing and enhancing effective relationships with other Higher Education establishments and other Methodist-related theological institutions, including the Methodist HE Network;
6. With the Head of Ministries and Learning, to convene the Connexional Learning Forum and implement its goals, and coordinate the delivery of learning across the Connexion, especially in the strengthening of the Church's provision of online learning and training;
7. To work with the Senior Administrator for Ministries Development/Processes to ensure required support is shared with the Conference Office;
8. In collaboration with others within the Connexional Team to ensure effective opportunities for learning from and with the World Church are embedded in the Church's learning and development opportunities;
9. To be a catalyst/spearhead strategic thinking and reflection about vocational development and learning for ministry across the Methodist Church;

10. With the Director of Research and Scholarship, to be a catalyst for strategic thinking and reflection about scholarship and its findings across the Methodist Church, including the encouragement to all Methodists to engage in higher degrees and the oversight of the funding processes for this;
11. To work with ecumenical partners on the development of ministerial training, to include membership of the Common Awards Management Board and the Quality and Formation Panel, and participation in developing other learning opportunities;
12. To manage finances within agreed budgets, and in particular to work closely with the administrative team on student bursaries, part-time student and probationer reimbursements, and the oversight of budgets for ministerial training;
13. To oversee all aspects of the diaconal and presbyteral ordination services and the presbyteral pre-ordination retreat;
14. To deputise as needed for the Head of Ministries and Learning as required;
15. To complete any other reasonable duties, appropriate with the grade of the post, as required by your line manager.

Person Specification

GRADE LEVEL 5			
	Essential	Desirable	Assessment Method
Education and Training			
A postgraduate degree or equivalent higher professional qualification in a subject relevant to the work of Ministries or be able to demonstrate substantial equivalent experience.	X		A, Q
Evidence of personal commitment to being a life-long learner.	X		A, Q
Proven Abilities, Knowledge and Skills			
Management of budgets	X		A, I
Proven ability and significant experience in offering creative and transformational leadership in relation to the learning and developmental strategy of an organisation.		X	A, I
Experience and proven ability in managing and leading organisational development and work planning during periods of significant organisational change.	X		A, W, P, I
Sophisticated knowledge and ability to apply a range of approaches to learning, development and mission.	X		A, I
Proven ability to form and sustain good working relationships with internal and external partners.	X		A, I
Proven ability to work in an ecumenical context.		X	A, I
Knowledge and experience of working within both the higher education and informal and community education sectors.	X		A, W, P, I
Experience of working within theological education.		X	A, I

Ability to reflect theologically and apply this to all aspects of the post.	X		A, I
High standard of written and oral presentation and consultancy skills	X		A, I
Ability to use ICT systems competently and creatively including the use of Microsoft Office applications including, Word, Excel, PowerPoint and Publisher	X		A, I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A, I
An awareness and understanding of the particular issues and cultural contexts within which the Church operates.	X		A, I
Personal Qualities			
In sympathy with the ethos of the Methodist Church as expressed through <i>Our Calling and Priorities for the Methodist Church</i> .	X		A, I
Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church.	X		A, I
Professional and positive approach, with a commitment to professional development and self-improvement.	X		A, I
Openness to and understanding of different theological approaches to mission.	X		A, I
Member in good standing of a church in association with CTBI or equivalent.	X		A, I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;
G – Group exercise; Q – Proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equal Opportunities:	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
Physical Conditions:	Open plan office						
Remuneration:	Starting salary in region of £60,000-£67,500 per annum. For ministers in Full Connexion the standard terms of service apply.						
Hours of Work:	<p>5 days per week/35 hrs per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core-working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Cluster. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension:	There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period of six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						