

Diocese of Chester
Interim Ministry Support Officer

Part Time: 17.5 hours per week.

This is an interim, fixed-term post for a period of 9 months.

Salary range: Full Time Equivalent £26,515 - £27,194 pro rata dependent on experience

Actual salary for working 17.5 hours per week: £13,157.50 - £13,597

The Diocese of Chester is seeking to recruit an Interim Ministry Support Officer, to cover the secondment of a key staff member for a period of 9 months. The post holder will:

- Provide interim support to the Diocesan Ministry Team with a particular focus on Initial Ministerial Training Phase 2 (IME 2) provision and support for those moving into Posts of First Responsibility.
- Administer and run the established programme of training for all curates in their first three years, including the organisation of end of year reports and the Assessment at End of Curacy process
- Ensure good pastoral care is offered consistently to all involved in IME2 and First Posts and endeavour to ensure the process is a positive experience for all involved

The successful candidate will be able to demonstrate excellent communication skills and be committed to collaborative ministry, with a proven ability to work well within a newly established and highly motivated team. They will have a proven ability to undertake detailed work involving planning, process and organisation, including meeting specific deadlines.

For informal conversation, contact:

Jenny Bridgman, Deputy Director of Ministry jenny.bridgman@chester.anglican.org

Or

Simon Chesters, Director of Ministry: simon.chesters@chester.anglican.org

The job description, person specification and application form can be downloaded from the Diocesan website: <https://www.chester.anglican.org/support-services/job-vacancies/other-vacancies/>

A DBS Disclosure and relevant Safeguarding training will be required for the successful candidate.

There is an Occupational Requirement for the postholder to be a practising Christian in accordance with the Equality Act, 2010.

Completed application forms should be returned to Mrs E A Geddes, Diocesan Director of Human Resources, preferably by email to liz.geddes@chester.anglican.org or by post to Church House, 5500 Daresbury Park, Warrington, WA4 4GE.

Closing date: 30th June 2024

Interviews: 12th July 2024

Chester Diocesan Board of Finance is a company limited by guarantee registered in England (no 7826) and a registered charity (no 248968)