

## Job Description

**Job Title:** Interim Ministry Support Officer

**Salary Range:** £26,515 - £27,194 dependent on experience

**Hours of work:** Half time 17.5 hours

This is an interim, fixed-term post for a period of 9 months. Some flexible working is required e.g. travel around the diocese and work at weekends. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

**Normal place of work:** Church House, Daresbury

### **Overall Purpose of the Post:**

The Interim Ministry Support Officer 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

### **Accountability and key relationships:**

- Line Manager: The Deputy Director of Ministry
- The Interim IME 2 Support Officer is also accountable to the Director of Ministry, the bishops and to the Chair of the Committee of Ministry (currently the Bishop of Stockport).

### **Other key relationships include:**

- The Bishops and Archdeacons
- The Director of Ministry and colleagues within the Ministry Team
- Colleagues within Church House and Bishop's House
- Curates, training incumbents, and clergy in a post of first responsibility
- The National Ministry Development Team

### **Principal Duties and responsibilities:**

- Administer and ensure the production and review of Ministry and Training Agreements
- Maintain ongoing contact with training incumbents
- Work with colleagues to provide appropriate pastoral support for curates in training

- Administer and host the structured programme of IME2 learning events and resources
- Under the oversight of the Deputy Director of Ministry, administer the established Assessment at the End of Curacy (AEC) process, including final reports, portfolio submission and exit interviews

### **General Duties**

- Take part in regular line management meetings and a cycle of performance review
- Ensure that records are kept that are accessible, accurate, securely held and able to be analysed
- Engage fully with the diocesan safeguarding process, training and culture, working with colleagues to ensure a consistent culture of safer practice
- Monitor expenditure and budgeting for the specific areas of work
- Attend relevant national meetings and consultations
- Attend Diocesan and departmental staff and other relevant meetings
- Subject to other duties, speak at appropriate services and meetings, as required
- Promote departmental collaboration and work closely with colleagues in Church House in contributing to projects and activities to deliver diocesan priorities
- Play a full part with other staff in the activities of the Diocese
- Undertake training as required
- Carry out other such reasonable duties of a similar or related nature as may be required

Date: June 2024

*Note – this job description does not form part of your Contract of Employment.*

Open to candidates who are lay or ordained; for an ordained candidate, could be combined with a part-time parish post.