



<b>Job title:</b>	Director of Mission & Ministry
<b>Grade:</b>	Spot Salary
<b>Employer:</b>	Oxford Diocesan Board of Finance
<b>Department:</b>	Department of Mission & Ministry
<b>Line Manager:</b>	Diocesan Secretary
<b>Accountable to:</b>	Diocesan Secretary and Bishop of Oxford
<b>Responsible for:</b>	Director of Formation for Mission; Head of Discipleship and Social Justice; Head of Vocations & Diocesan Director of Ordinands; Programme Manager – New Congregations; Parish Development Advisers; Departmental Administrator
<b>Location:</b>	Church House Oxford, Langford Locks, Kidlington, OX5 1GF

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## **The Diocese of Oxford**

The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff. More than 2.5 million people live in the Diocese and this number is set to rise significantly over the next decade.

The Diocese is divided into four episcopal areas in a mature area scheme. The Bishop of Buckingham is Area Bishop for Buckinghamshire. The Bishop of Dorchester is the Area Bishop for Oxfordshire outside the city of Oxford. The Bishop of Reading is Area Bishop for Berkshire. The Bishop of Oxford has the city of Oxford as an episcopal area and oversees the whole. Each Area Bishop leads an Area Team consisting of an Archdeacon, Associate Archdeacon and key members of the Mission and Ministry department.

Christ Church is the Cathedral for the Diocese.

Church House Oxford is the administrative centre for the Diocese and is the base for more than 100 staff working in support of over 600 parishes and 284 schools, many in multi academy trusts. The Bishops of Oxford and Dorchester and their teams work from Church House, Oxford.

In 2023 we established a new Area Office for Reading in Theale as a base for the Bishop of Reading and the Berkshire Area Team. In 2024 we have established an Area Office for Buckingham in the village of Stone, near Aylesbury, for the Buckingham Area Team.

Our Church House and Area Office teams work collaboratively to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](https://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](https://oxford.anglican.org/annual-review).

## **Our Common Vision**

Over the last seven years the Diocese has been seeking to live out a common vision centred around our vocation to be a more Christ-like Church for the sake of God's world: more contemplative, more compassionate and more courageous.

Our common vision process is emergent, creative, locally shaped and contextually appropriate for each part of our diverse diocese. It is not a series of top down programmes, reflecting that urban Slough is very different from the market town of Witney; the rural communities of West Berkshire are subtly different from the rural communities of the Cotswolds; the commuter belt in Amersham is a culturally distinct from the new town of Bicester. For this reason, we intentionally seek to develop, encourage and resource initiatives which are local and close to the ground.

The Director of Mission and Ministry has a key role in nurturing our vision of what it means to be a Christ-like church through his or her membership of the Bishop of Oxford's senior staff team and as a Head of Department within Church House, Oxford.

We have currently discerned five key strategic priority areas within our Common Vision:

- Environmental action
- Christian formation, evangelism and discipleship
- Growing new congregations
- Schools, children and young people
- Addressing poverty and inequality

The Diocese established a Development Fund for parishes in 2019 which has so far awarded more than £4 million to missionally-creative parish-level projects to further our common vision. We have also benefitted from national SDF funding for resource hubs across the Diocese as part of our vision to grow new congregations.

Every new senior appointment to the diocesan team is made on the basis of a commitment to this common vision.

The next Director of Mission and Ministry will need to share these common values and a commitment to working in a collaborative way with the continually developing vision and strategy. There will certainly be room and space for the new Director to bring his or her own priorities to

the developing work but there will need to be a willingness to work with what has already emerged.

Our Common Vision is continually evolving and developing and the Director of Mission and Ministry will need to be able to respond to and in time help shape these developments and enable the Department to respond creatively and well to the changes required.

We are currently developing a significant focus on ministry with children, young people and families through encouraging every parish and deanery to develop and take forward a strategy to grow engagement and discipleship and a major bid to the national Strategic Ministry Investment Board. We have begun work on a second major bid to further resource and deepen mission and ministry in our largest centre of population, Milton Keynes.

### **The Department of Mission and Ministry**

The Department of Mission and Ministry is a large, vibrant and highly skilled group of lay and ordained members whose focus is to serve the mission and ministry of the local church, and the Diocese, working with and alongside the Area Teams. This requires working with, balancing and responding to the priorities of each. The department is intentionally made up of many disciplines to maximise the creativity, understanding and effectiveness of the work for the greater benefit of local churches within the overall priority of the mission of God. This is reflected in a core value and commitment to cross-team / discipline working, recognising that each individual and team has a part to play in the fruitfulness of other colleagues' areas of ministry and expertise.

Focal points for the department include the following areas:

Encouraging and discerning ordained and lay vocations; the formation, training, and development of ordained and lay leaders who are equipped and helped to nurture missional disciples and leaders.

Shaping and implementing diocesan policy to resource, develop and support ordained and lay missional leaders and discipleship within churches including the environment, social justice, generous giving as well as evangelism and church growth.

Embedding Children and Young people's mission and ministry into the wider diocese, so our churches are supported and enabled to grow more younger disciples and nurture young leaders in an effective and integrated way.

The development and delivery of a range of high-quality and accessible formation and development programmes to support ministerial formation (including Continuing Ministerial Development and partnership in Regional Training Programmes) and lay training

### **PRINCIPAL ACCOUNTABILITIES**

The Director of Mission and Ministry is jointly accountable to the Bishop of Oxford and to the Diocesan Secretary.

The focus of the role is to lead, discern, develop and deliver a focussed, strategic and aligned response to the Diocesan vision and priorities for mission and ministry which resources, equips, informs and supports the local church, the Area Teams and the Diocese.

The Director shares responsibility with the Diocesan Secretary and the other Heads of Department for the delivery of the corporate strategic plan of the Oxford Diocesan Board of Finance, as approved by Bishop’s Council. The Director attends meetings of the Bishop’s Council and Diocesan Synod. The Director is an ex officio member of the Equality, Diversity and Inclusion (EDI) Committee.

	<b>Strategy</b>	
1.	Create, communicate, deliver and regularly review all mission and ministry strategic plans to best support and deliver the Diocese of Oxford’s Common Vision.	30%
	<b>Regional and National</b>	
2.	Act as an advocate for mission and ministry on behalf of the Diocese, representing the Bishops and the Diocese and to act on their behalf as appropriate in regional and national arenas.	10%
	<b>Departmental Leadership and management</b>	
3.	Lead, oversee and manage the work of the Mission and Ministry department to ensure that members are nurtured, well supported, have adequate resources and deliver their areas of responsibility within the Diocese of Oxford’s Common Vision, priorities and strategic projects.	50%
	<b>Organisational leadership</b>	
4.	As a member of the Bishop’s Staff Meeting (BSM) and the Heads of Department group (HoDs), to work collaboratively and contribute to the groups with effective and creative ideas to find solutions for organisational challenges.	10%

## PRIMARY DUTIES AND RESPONSIBILITIES

### Strategy

*Create, communicate, deliver and regularly review all mission and ministry strategic plans to best support and deliver the Diocese of Oxford’s Common Vision.*

- Inform and shape diocesan policy on a wide range of mission and ministry matters.
- Through the Head of Vocations & Diocesan Director of Ordinands:

- Lead the development of lay and clerical vocations in the diocese with a vision to develop new pathways and grow the number of individuals going forward for ordination and lay leadership.
- Through the Director of Formation for Ministry:
  - Ensure provision of high quality training and formation programmes which foster good leadership to support ministerial development and facilitate the effectiveness of clergy, readers and lay leaders in the diocese.
- Through the Head of Discipleship and Social Justice:
  - Lead the development of the vision, strategy and priorities for Christian formation, discipleship, poverty and inequality, generous giving and the environment.
- Oversee the implementation and delivery of the Diocesan strategy for children, young people and families and, in particular, the national DiP funded programme, including membership of the Diocesan Governance Board.
- Oversee the delivery of the Discipleship and Christian formation strategy
- Oversee the national SDF funded Resource Hubs Programme, working closely with the Programme and Project Managers and as a member of the Diocesan Governance Board.

## **Regional and National**

*Act as an advocate for mission and ministry on behalf of the Diocese, representing the Bishops and the Diocese and to act on their behalf as appropriate in regional and national arenas*

- Participate in national and regional consultations and networks to inform the continuing development of the strategy of the Diocese and work of the department and for individual support and encouragement.
- Keep in close touch with national developments and emerging good practice in other dioceses, applying the learning to the Diocese of Oxford.

## **Departmental Leadership and management**

*Lead and oversee the work of the Mission and Ministry department to ensure that members are nurtured, well supported, have adequate resources and deliver their areas of responsibility within the Diocesan Vision, priorities and strategic projects.*

- Lead the Strategic Leadership Team of the department to ensure all areas of work and resourcing are strategically aligned and designed for maximum impact.
- Lead the whole department so that it is maximally aligned to deliver on diocesan priorities.
- Drive complex departmental projects to successful completion and maximum impact founded on a strong evidence base, strong local ownership, robust project plans and accurately costed.

- Be alert to the missional concerns of parishes and deaneries and ensure the work of the department is at all times providing an optimal response to them.
- Coordinate and contribute to the ongoing development of the Learning Hub – the diocesan online learning platform - through chairing the Learning Hub project board.
- Lead the planning, organisation and delivery of triennial clergy conferences.
- Nurture the Pioneer and Estates Ministry networks, ensuring that they are supported, developed and continue to thrive.
- Keep abreast of all aspects of the work of the department.
- Model good practice in mission and ministry by building and maintaining collaborative working relationships with deaneries, benefices and parishes across the Diocese of Oxford.
- Provide line management to colleagues as well as financial oversight of the department's budgets.
- Ensure that rigorous monitoring and evaluation is carried out for all programmes and projects and that learning is acted upon and carried forward through the department's future work.

### **Organisational Leadership**

*As a member of the Bishop's Staff Meeting (BSM) and the Heads of Department group (HoDs), to work collaboratively and contribute to the groups with effective and creative ideas to find solutions for organisational challenges*

- Act as the key nexus between the large and complex department and the effective functioning of the Area Teams to promote shared ownership of mission and ministry.
- Inform and shape diocesan policy on a wide range of mission and ministry matters.
- Attend Synod and other Diocesan meetings as required to enable the work of the Mission and Ministry Department to be co-ordinated with the work of others and to feed into the strategic plans for the Diocese.
- As an ex officio member of the Equality, Diversity and Inclusion (EDI) Committee:
  - be a role model for EDI across the diocese and champion diocesan efforts to welcome under-represented and minoritised groups.
  - ensure that diocesan work in improving EDI, both for clergy and for staff, is integrated into all activities of the Department of Mission and Ministry by promoting close collaboration with diocesan EDI advisers in all departmental programmes of work.
- As with all members of the Bishop's Staff, champion the highest level of safeguarding policy, practice and culture development, adhering to diocesan and national provisions/requirements.
- Attend meetings of Partnership for World Mission, ensuring global mission is appropriately feeding into the work of the department (and vice versa) and more broadly.

- Maintain current awareness and knowledge of communications best practice, taking a proactive approach to continuous professional and personal development.
- Participate in the Diocese of Oxford performance management processes
- Comply and fully cooperate with Diocese of Oxford health and safety policy
- Carry out any other duties and responsibilities as required, in line with operational requirements

## **PLANNING & ORGANISATION**

The post-holder will:

- Determine annual work plans for the Department of Mission and Ministry, in line with diocesan and departmental strategic objectives.
- Manage multiple priorities and projects anticipating pressure points and projects with competing deadlines.
- Be responsible for the development, implementation and management of projects, including working with a range of contributors and suppliers to ensure that projects are delivered on time, to appropriate standards. This will mean anticipating pressure points where a number of projects with competing deadlines come together and alerting the organisation leaders and committee members.
- Prioritise own work across a range of principal accountabilities.
- Supports and directs the planning and organisation of the work of direct reports contributing to the smooth running of the Department of Mission and Ministry.
- Design and deliver workshops, online and face-to-face learning platforms across the diocese for a variety of stakeholders in line with business needs.
- Work closely with senior staff and clergy in the development of Mission and Ministry strategy and implementation.
- Takes account of the wider and longer-term consequences of own and other ideas, recommendations and decisions, ensuring appropriate balance of risk assessment and innovation.

## **DECISIONS**

- Makes appropriate decisions in relation to the Mission and Ministry Department, in consultation with senior colleagues and senior clergy where required.
- Responsible for the deployment of departmental budgets.
- Appoints staff in consultation with the Diocesan Secretary and HR Department.
- Selects partners, suppliers and freelance providers for the department, ensuring appropriate contracts and terms of engagement are in place.

## **CONTACT WITH OTHERS**

### **Internal**

- The Bishop of Oxford
- Area Bishops and Archdeacons
- Diocesan Secretary
- Committee members, including Chairs
- Area Teams
- Heads of Department
- All colleagues in the Department of Mission and Ministry

### **External**

- Incumbents/Associate Clergy
- LLMs
- Area Deans
- Lay Chairs
- Colleagues from other dioceses or National Church Institutions

## **PERSON SPECIFICATION**

*The person appointed will be a committed member of a Church recognised by the National Council of Churches Together in Britain and Ireland and in sympathy with the aims and approach of the Church of England. This constitutes a Genuine Occupational Requirement under Schedule 9 of the Equality Act 2010.*

### **Qualifications, Training, Knowledge and Understanding**

- Theologically literate, informed, imaginative, and able to operate at a postgraduate level particularly in missiology and ecclesiology.
- Theological understanding of the issues involved in mission, ministerial education, training and formation.
- A positive understanding of the role of laity and the development of the whole people of God.
- A positive understanding of the role of ordained and licensed ministry in the Anglican Church.
- A practical understanding of the workings and governance of a diocesan structure.

### **Experience**

- Significant experience in practical lay or ordained ministry.
- Experience in identifying, and applying at scale, opportunities for enhanced mission.
- Experience of leadership in the Church of England.
- Experience of developing and delivering projects or programmes that have involved a variety of stakeholders.
- Experience in developing and implementing strategic direction.



- Experience in creating and managing budgets.

### **Skills and Abilities**

- Excellent organisational skills with the ability to work to tight deadlines both independently and collaboratively.
- An excellent communicator with the ability to adapt style to a range of audiences and able to work across the range of traditions reflected in the Diocese of Oxford.
- A collaborative worker who can build strong working relationships, networking with colleagues and other dioceses.
- A nurturing and inspirational leader with ability to take initiative and work creatively.
- Able to travel throughout the diocese.
- Able to work outside normal working hours, including evenings and weekends.

### **Work-related Personal Attributes**

- Demonstrable understanding of and passion for shared ministry.
- A strong personal faith and spiritual maturity.
- Able to relate generously and positively to those of theological traditions other than your own and to be completely even-handed in role on contentious theological issues.
- Resilient, with an ability to inspire and motivate others, as well as make difficult decisions.
- Personal commitment to maximising equality, diversity and inclusion.
- Personal commitment to developing and embedding a culture of safeguarding.
- Committed to own professional development.

## GENERAL INFORMATION

Remuneration	<p>Approximately £75,000 per annum (spot salary)</p> <p>As this is an ODBF-employed role, there is no housing provision.</p>
Hours of work	<p>37 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	<p>Church House Oxford, Langford Locks, Kidlington, Oxford.</p> <p>It is expected that you will work within our flexible working policy.</p>
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us, you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the 5th year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the six-year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday, and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme.</p> <p>If the role-holder is a member of a clergy pension scheme, continuing membership of this scheme may be permitted, subject to scheme rules and the prior approval of the Diocesan Secretary.</p>
Probation period	<p>6 months, during which time progress is regularly reviewed and the period may be extended.</p>
Notice period	<p>During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).</p>

For more information about what it is like to work at Church House Oxford, please visit <https://www.oxford.anglican.org/vacancies/>

## **RECRUITMENT TIMETABLE**

**Closing Date for applications:** 9am on Monday 19<sup>th</sup> February 2025

**Candidates informed of outcome of shortlisting:** Monday 24<sup>th</sup> February 2025

### **Selection activities:**

- **Shortlisted candidate 1:1s with Bishop of Oxford and Diocesan Secretary (separately and online):** dates to be confirmed
  
- **Interviews with the Diocese:** Tuesday 4<sup>th</sup> March 2025  
**(this will include meeting peers, members of the department, a group exercise and a panel interview)**