

Blackburn Diocese Board of Finance Ltd

Job Description

Job Title:	Continuing Clergy Education and Renewal Administrator
Salary:	£11.738.97 per annum
Hours:	17.5 per week (2.5 days)
Location:	Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE
Responsible to:	Director of Ministry

Main Purpose and scope of the post:

To provide administrative support to the Diocese as it develops the strategic vision to re-define Clergy continuing ministerial education and cycle of retreats and sabbaticals.

Background

Following a successful application to the Church of England's Strategic Mission and Ministry Investment Board, in June 2024, £25.5 million was awarded for a programme of renewal in the Diocese over nine years. A key part of the application was to enable a step-change in Continuing Ministerial Education (CME) and support for clergy wellbeing.

Under Vision 2026, the leadership pipeline in the diocese has already been transformed yet there is more to do. The goal is to see a reduction in clergy burnout, improvement in clergy wellbeing with flourishing long-term ministry and healthy work patterns.

It is our belief that at the heart of clergy wellbeing is a fresh and ever renewing relationship with Jesus Christ in the power of the Holy Spirit. Conferences, courses, retreat, and time off matter only in so far as they keep the relationship a priest has with the God who calls them vivid and life changing. We cannot renew the life of our parishes unless those who are leading that work are themselves being renewed in their walk with the Lord.

Similarly, to appropriately equip clergy who minister in an often fast-changing world, we must make sure they feel suitably up to date and informed so that they might be able to tell of the hope that is within them in new and ever-changing contexts.

We have already introduced a cycle of annual conversations between clergy and a Bishop or Archdeacon; appointed an Archdeacon for Clergy Wellbeing; fostered a relational approach to supporting our clergy and deliver annual Clergy Study Days. Building on that foundation, we now propose to do two things:

Revitalised Cycle of Retreat and Sabbatical.

Firstly, to introduce a whole new cycle of retreat and sabbaticals, with the cycle beginning from the date of a clergy person being licensed to their first post of responsibility in the diocese. This new cycle would alternate every couple of years, between (a) a clergy person being invited to a retreat at Whalley Abbey led by a Bishop or Archdeacon and (b) an expected sabbatical of a month or two. Each sabbatical will include a time of retreat, renewal (e.g. study or ministry related travel) and rest.

The proposed pattern would be for incumbent level stipendiary clergy and would run as follows:

Year 2 – 48 hr retreat led by Bishop or Archdeacon (over one night away)

Year 4 – One month sabbatical

Year 6 – 48 hr retreat led by Bishop or Archdeacon (over one night away)

Year 8 – Two month sabbatical

Provide access to the new Emmanuel Theological College (ETC) CMD offer for clergy.

Licensed Clergy will be able to access a new Emmanuel Theological College (ETC) CME offer which includes:

- Full access to ETC's Learning Resource Hub containing 22,000 books and journal articles on theology, biblical studies, spirituality, ethics, and discipleship.
- Full access to the St John's Theological Timeline, which is a series of video interviews with leading scholars covering topics in biblical studies, theology, philosophy, and ethics.
- One CMD/CME Study Day per year, focusing on topics relevant to ministry, mission, and leadership formation. This will be led by Emmanuel Theological College staff working with colleagues from trusted partner organizations where appropriate.
- Two Emmanuel-led CMD/CME 'Theology Bitesize' Study Mornings (3 hours) per year. These will be delivered online for ease of access and will focus on topics in theology, biblical studies, mission, spirituality, ecclesiology, and ethics.
- Three Theology4Ministry e-briefings with expert input on relevant topics in theology and ministry, highlighting relevant research and developments in theology, biblical studies, mission, spirituality, ecclesiology, and ethics.

Duties and Key responsibilities

- To establish and administer the revitalised cycle of retreat and sabbatical for Clergy.
- Liaising with Clergy to ensure they are aware in good time at which point they are in the programme.
- The organisation of retreats, including booking venues and speakers, controlling the budget, managing bookings and dietary and access requirements.
- Establishing a programme of events that considers other Diocesan events and the Church's liturgical calendar.
- Creation of advertising material for upcoming events, including creating website content, Mailchimp mailings and social media management.

- Ensure invoices are dealt with efficiently so payment can be made in a timely fashion.
- To support the Continuing Clergy Education and Renewal Officer and the Director of Ministry in creating appropriate and relevant themes for the retreat programme.
- Support the Continuing Clergy Education and Renewal Officer with the administration of establishing cover for the Parish to enable the clergy person a break from the demands of day-to-day ministry, including working with PTO clergy and lay ministers.
- To work with the Diocesan Retreat Centre as the perfect location for retreats.
- In conjunction with the Growing Leaders Team maintain a database of sources of external funding available to support clergy.
- To collect relevant KPI data to support the Renewal Officer in providing regular updates to the SMMI project team.

Key Relationships

- Director of Ministry and the Growing Leaders Team
- Continuing Clergy Education and Renewal Officer
- Diocesan and Suffragan Bishops
- Archdeacons
- Emmanuel Theological College
- Diocesan Clergy
- Bishop's Appointment Team
- Bishop's Vision and Strategy Team
- Director of Vision Delivery

Person Specification

Criteria		App	Int
Experience, knowledge, training and qualifications			
a	Good level of general education – GCSE at English and Maths or equivalent	Essential	✓
b	Educated to degree or diploma level or working towards this.	Desirable	✓
c	Proven experience in an office/administration/customer service environment	Essential	✓
d	Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, PowerPoint, Teams, Outlook	Essential	✓

e	Knowledge of Sharepoint Eventbrite, (or similar event booking system), and Mailchimp	Desirable	✓	
f	High standard of written English	Essential	✓	
g	Ability to create advertising material, including for social media	Essential	✓	✓
h	Ability to manage time effectively, use initiative in prioritising work and achieve deadlines.	Essential	✓	✓
i	Good organisational skills	Essential	✓	✓
j	Willingness to accept responsibility and deal with queries on own initiative	Essential	✓	✓
k	Adaptability, flexibility and ability to work as part of team.	Essential	✓	✓
l	An understanding of the importance of maintaining confidentiality, and the handling of confidential documents.	Essential	✓	✓
m	Good communication and interpersonal skills	Essential	✓	✓
n	Professional manner and appearance	Essential	✓	✓
o	Experience and awareness of the issues and challenges facing ordained ministry in different context, e.g. Parish ministry, chaplaincy etc.	Desirable	✓	✓
p	Ability to network and build relationships across the diversity of the DBF/ DBE and diversity of our parishes, so that support and expertise can be shared effectively	Essential	✓	✓
Attitudes and Values				
q	Respect and actively support the Christian ethos and work of the Board of Finance	Essential	✓	✓
r	Practicing Christian	Desirable	✓	

s	An understanding of the Church of England	Desirable	✓	✓
t	A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Essential	✓	✓
u	A positive attitude towards training and development	Essential	✓	✓

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Finance

Term of Appointment: Fixed Term – this role is subject to funding until 31 December 2030

Hours: This is a part-time role based on a 17.5-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

References: Appointment will be subject to the receipt of satisfactory references.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give one months' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.