



## Role Description and Person Specification

# Head of Vocations (Including DDO responsibilities)

OVERSIGHT &  
SPONSORING BISHOP

Bishop of Loughborough

LINE MANAGER:

Director of Parish Transition & Ministry Development (PTMD)

KEY RELATIONSHIPS:

Bishop of Leicester  
Diocesan Discipleship and Vocations Enabler  
IME II Officer  
Assistant DDOs and Lay Vocation advisers  
Director of Racial Equity  
PTMD Training Lead  
Learning, Discipleship and Vocations Administrator  
Diocesan Safeguarding Officer  
Director of Operations and Governance  
HR Manager  
Diocesan Director of Finance  
Bishops' Office

## DIOCESAN CONTEXT

The Diocese of Leicester serves the mission of the Church in Leicestershire. The Diocese comprises circa 240 parishes, with over 320 churches and 97 church schools, serving a diverse population of more than 1 million people located in rural, urban and small-town settings. We describe our diocesan vision as seeking the Kingdom of God through increased numbers and depth of discipleship and in loving service of the world. All of our parishes are engaged in a process of forming Minster Communities. These are groups of parishes who work together in mission (without losing their individual identity) to strengthen local churches so that they can better serve their own communities.

Within our Diocesan Strategy we have 5 Strategic Priorities for mission. These are: Intercultural Communities, Intergenerational Communities, New Communities, Eco Communities and Reconciling Communities. We are still forming Minster Communities across the diocese and expect to continue to do so into 2027. Therefore, the exact shape and mode of our ministry support (both Lay and Ordained) will change and develop over time, and as more MC's are established our diocesan provision will need to adapt. The Head of Vocations role will be key to this development, in partnership with the Parish Transition & Ministry Development Team and Oversight Ministers.

It is envisaged that Ordained Vocations, and particularly the DDO aspects of the role, will take priority in the first 6-12 months, with Lay Vocations being incorporated into the role after that time.

## VOCATIONAL STRATEGY

We want to see:

- A growing number and diversity of leaders across all areas of ministry and leadership, reflecting all the communities we serve.
- Discernment, training and support of an average of 12 stipendiary curates and an increasing number of self-supporting ordained minister curates at any one time in the Diocese.
- Each Minster Community having an effective and sustainable Ministry Team, including an Oversight Minister, Growing Faith/Intergenerational Minister and other lay and ordained, stipendiary and self-supporting ministers as required to enable the mission of the Minster Community.
- An identified leadership and vocations lead within the core leadership team of each Minster Community.
- An identified Focal Minister for every church in the diocese, who may be lay or ordained, stipendiary or self-supporting

Working towards this we will:

- Support and resource discipleship in Minster Communities and further develop the diocesan culture of vocational discernment (individual and community).
- Develop vocational processes and training that safely remove current obstacles and barriers experienced by under-represented groups.
- Enable vocational discernment, training and ministry development for ordained, lay licensed and locally authorised and focal ministers sufficient for the needs of ministry across the diocese in Minster Communities.

## PURPOSE OF THE ROLE

- To be the lead, senior diocesan officer for the nurturing, identification, and discernment of ordained and lay vocations, overseen by the Sponsoring Bishop, supported and integrated within PTMD, inspiring, equipping, challenging and supporting individuals, leaders and communities at all levels throughout the Diocese of Leicester.
- To lead a team of assistant vocations advisers / DDOs supporting the above aims

## KEY RESPONSIBILITIES

### **Ordained Vocations**

- Supporting and enabling a team of Assistant DDOs
- Supporting and enabling a team working with Young Vocations
- Discernment Conversations 1-1
- Accompaniment through the National Shared Discernment Process, Stages 1 and 2 including DBS, potential Overseas checks, working with Diocesan Safeguarding Team to ensure safer recruitment and other best practice.
- Regular continuing work with candidates reflecting upon formational qualities, the Traffic Light Document and organising the required Assessment for Psychological Wellbeing.
- Identifying and organising any potential C4 Faculty process required.
- Recommendations made to Bishop following a Stage 2 Panel re potential ordination training and post national process support (either to training or revisiting vocational call)
- Preparation of candidates for training including finance, appropriate TEI etc.
- Support of candidates if not yet recommended or pre-training learning before a Candidates Panel assessment
- To identify and ensure appropriate ordained auxiliary pathways for discernment and training for Self-Supporting Ordained Ministry.

### **Licensed Lay Ministry Vocations**

- Co-ordinate and develop Vocations Advisors
- Oversee Initial discernment conversations
- Guide individuals and communities through Diocesan discernment processes.
- Post diocesan process support (either to training or revisiting vocational call)
- Pre-licensing preparation for individuals
- With colleagues, prepare and co-ordinate the annual 'Called Together' licensing service.

### **Locally authorised/Focal Minister Vocations**

- Oversee the development and embedding of discernment processes within parishes and Minister Communities.
- Monitor and embed processes, including quality assurance (e.g. safer recruitment and continued safeguarding)

### **Ordained IME1 oversight**

- Support Ordinands approaching training, including – DDO Liaison with tutors
- Initial arrangement of Contextual placements for non-residential ordinands liaising with Bishops and Archdeacons
- Ongoing regular pastoral contact with all Ordinands throughout training.
- Oversight and coordination of recommendation for ordination
- Arrangement of Curacies and appropriate Training Incumbents through liaison with Bishops and Archdeacons

### **Ordination planning**

- Liaise with Bishop's Chaplain for details surrounding lay-worker licensing and initial curate induction in July of each year including all legalities for initial lay worker licensing and subsequent ordinations.
- Support Bishop in preparing the annual Ordination Retreat (October each year)
- Arrangements with Launde Abbey for retreat at Michaelmas

### **Training incumbent training and IME support**

- Oversee and liaise with the IME II Officer and IME II Training Officer (parish based roles)
- To continue to develop and deliver appropriate training and support to Training Incumbents within the changing landscapes of ministry

### **Parish / Minster Community responsibilities**

- It is expected that the post-holder will be a part of a Minster Community

### **General Responsibilities**

- To understand and implement safeguarding policies and procedures as they relate to the role, paying particular attention to the 5 Safeguarding Standards and the responsibilities of all clergy and diocesan staff to develop a wider culture of safeguarding in the diocese
- To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
- To ensure compliance with data protection requirements
- To undertake other duties as may reasonably be expected

### **PERSON SPECIFICATION:**

- An experienced ordained priest with a desire to serve the church and enable a thriving diocese
- Deep and demonstrable understanding of the joys, challenges and complexity of vocational discernment for all people and ministries.
- Ability to work with a diverse range of individuals and communities, with cultural competence, empathy, insight and neuro-diverse awareness.
- Proven track record of accurate and timely delivery of reports and paperwork
- Experience of accompanying individuals and communities through formal and informal discernment
- Understanding of the nature and breadth of the Church of England and its structures.
- Able to articulate and relate faith and theology to lived experiences in church and society in an accessible and inspiring way
- Ability to work both collaboratively and independently, bringing creativity, adaptability and momentum to the work
- Ability to act as coach, mentor and critical friend, holding self and others to account.
- Ability to hold difficult conversations, confidentiality and safeguarding requirements appropriately
- Excellent written, visual and verbal communication skills, with diverse individuals at all levels of seniority
- Excellent organizational skills, with the ability to effectively manage a range of priorities and adapt to a changing context
- Be committed to trauma informed practice and safeguarding excellence and reflective practice

## OTHER INFORMATION

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business.

This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9, that the person should be an ordained member of the Church of England (clerk in holy orders). As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation, specifically those of Black descent.

**Employment status** This is a full-time employed role which includes parish responsibilities. A contract of employment will be issued and parish responsibilities will be carried out under a Permission to Officiate.

**Housing** The Head of Vocations will be required to live at a house provided by the diocese for the better performance of duties and will be required to use the office at that house for conversations with those exploring vocations and in training pathways. See below for details of the proposed house.

**Stipend/Salary** The salary is at the level of a Residentiary Canon stipend in the Diocese of Leicester.

**Hours** 42 hours per week across Head of Vocations and parish ministry roles of which it is expected that the parish role will take up 4-5 hours. Working times will vary according to the needs of the work including unsocial hours. Regular weekend and evening working will be involved as well as overnight stays at some residential events. Considerable flexibility is required.

**Pension** Church of England Clergy Pension Scheme (subject to confirmation by the Pensions Board).

**Annual leave** 30 days (equivalent of 5 weeks) plus bank holidays and one week per year for a retreat.

Anticipated start date October 1<sup>st</sup> 2026

This post is subject to enhanced DBS (Disclosure and Barring Service) Clearance. The successful applicant will also need to provide proof of right to work in the UK before taking up post.

**Closing Date** Thursday 11<sup>th</sup> June 2026

**Interview Date:** Friday 26<sup>th</sup> June (There will be a second interview with the Bishop of Leicester for the preferred candidate)

*Informal enquiries welcome:*

Bishop Saju – Sponsoring Bishop

Sue Willetts - Current DDO

Liz Rawlings – Discipleship and Vocations Enabler

[bishop.loughborough@leicestercofe.org](mailto:bishop.loughborough@leicestercofe.org)

[sue.willetts@leicestercofe.org](mailto:sue.willetts@leicestercofe.org)

[liz.rawlings@leicestercofe.org](mailto:liz.rawlings@leicestercofe.org)

## How to Apply

Please complete the adapted Standard Application Form for clergy as provided on the diocesan website with the information about this post.

Once complete, send your application form to: [peter.collett@leicestercofe.org](mailto:peter.collett@leicestercofe.org)

## The Vicarage, Great Glen

The property comprises of an entrance hallway, living room, kitchen with utility room and downstairs W/C. To the first floor there is five double bedrooms and a main family bathroom. Externally, the property offers a generously sized enclosed rear garden, off road parking for 3 vehicles and a single garage. The property benefits from a gas fired central heating and UPVC Double glazed windows. More is available from a relatively recent rental advertisement here: [VebrAlto.com - Agency Cloud](http://VebrAlto.com - Agency Cloud)

