



Diocese of Edinburgh

Scottish Episcopal Church

JOB TITLE: Ministry Development Officer

- Location:** Edinburgh, with travelling across the Diocese of Edinburgh
- Salary:** £13,500 incl non-contributory SEC pension
- Hours:** This is a half time post (18.75 hours a week). Except in exceptional circumstances these hours will be in the working week
- Appointment:** This is a fixed term appointment for 3 years.

KEY TASKS

- to restructure and relaunch the Ministerial Review. To co-ordinate the Ministerial Review and ensure a cohesive approach to the review and CMD.
- to set up and run opportunities for ministerial development and training, through workshops, conferences and small group work around specific themes; to signpost clergy to other networks of training and support as required.
- to work with the Mission and Ministry Administrator in collating and distributing resources for mission and ministry in charges.
- to work with the Bishop and Dean as required in the support of those in authorised ministry within the diocese
- to work with the Diocesan Mission and Ministry Committee to support and further their work in the diocese.

SKILLS REQUIRED FROM POST-HOLDER

- Understanding of the pressures and challenges of church-based ministry, the diocesan context, and the wider SEC; a working knowledge of the Diocese of Edinburgh
- Networking and collaboration –essential for maintaining the necessary connections with clergy colleagues and working within existing Diocesan structures; experience in team working and the ability to lead and also to work under the leadership of others
- Organisation and management – the ability to work collaboratively whilst also being a self-starter and with experience of managing others; experience of working with and managing an administrator

- Time management – (the post has the potential to mission creep) - the ability to work efficiently in a part-time post, prioritise appropriately and focus on key tasks
- Pastoral skills and experience – an understanding of human psychology, psychodynamics, boundaries, confidentiality, self-reflection, and the ability to work with supervision
- Experience: of developing and delivering training sessions and workshops, and running large events; proficiency in online communications.
- An ordained person: this is not a pre-requisite, but the nature of the post would make it a distinct advantage in understanding the specific situations of ordained and congregational life.