

BEH & East Anglia Methodist Districts in collaboration with Northampton District

TRAINING OFFICER 1 Full time person or 2 half time people working across the area

Job Description

Purpose and Objectives:

To work with the BEH and East Anglia Districts, the Methodist Training Forum (for the South East Region), and existing Methodist and ecumenical Training Institutions, in collaboration with the Northampton District, to facilitate the development and delivery of training for the whole people of God. The purpose to be, to further:-

- the intentional nurturing of Christian Discipleship, including reflection on faith and the exploration of the vocation in the world and in the Church;
- the meeting of local training needs to support the ministry and mission of churches and circuits;
- the Church's engagement with the world;
- the promotion of a culture of 'life-long learning'.

Employed by: The Methodist Council

Responsible to: Management Committee – set up with representation from the three Districts and Training Institutions

Relationships

Internal:

District Policy Committees
Chairs of the BEH, East Anglia and Northampton Districts
District Officers' meetings
District Development Enablers
Superintendents and other Presbyters and Deacons in the Districts
Circuit Stewards and other Circuit Office holders
District Safeguarding Conveners and Taking Care Groups
Training Institutions within the Methodist Training Network
Training Co-ordinator for the Northampton District
Trainers/tutors within the Districts

External: Training Officers of other churches, in particular the Baptist Union, the Church of England and the United Reformed Church;
Other training providers

Core Tasks:

- Work with the Management Committee, District Chairs, District Policy Committees and other District Officers to develop and implement training strategies and programmes;
- Work closely with the District Development Enablers (DDEs) in BEH and East Anglia to ensure effective co-ordination of roles and responsibilities;

- Work closely with appropriate District Officers to identify and regularly review the training needs of the BEH and East Anglia Districts; arrange, co-ordinate and promote a training programme to help meet those needs;
- Develop appropriate training programmes that encourage best practice for those involved in the employment and management of lay/youth/children's workers
- Conduct an audit (recurring) of skills and resources available to deliver training;
- Develop collaborative working relationships with other ecumenical training institutions, training officers and strategic development officers in the region to ensure consistency of approach and the sharing of good practice;
- Support the life of the Church through the provision of training for office holders e.g. stewards, pastoral visitors, etc.
- Act as a focal point for advice on training needs, availability and funding for the Districts
- Oversee the development of training for mission (e.g. *Fresh Expressions*, youth and children's work, faith sharing, engaging with the elderly mentally infirm, etc.)
- Oversee the development of a varied and flexible approach to Extending Discipleship Exploring Vocation (EDEV); linking with other strategic partners in the delivery of EDEV whilst facilitating and supporting circuits in their local implementation of EDEV;
- Develop strategies and training programmes for the delivery of ongoing training for the Districts as they implement Connexional policies for all those involved in lay ministry, leaders of worship and preaching, under 19s work, etc.;
- Work with the Districts' Safeguarding Officers and Taking Care Groups to develop a training programme for the delivery of Safeguarding training.
- Development and ongoing support of a network of trainers, tutors, adult learning facilitators and group leaders in the region;
- To advise the Management Committee on new work which it might be appropriate to undertake to fulfil the core purposes and objectives outlined above.

Terms and Conditions

Term of Appointment:	Permanent contract following successful completion of the probationary period.
Presbyters and Deacons:	<p>Methodist presbyters and deacons may apply for this appointment, but only if this will not conflict with their agreed station for 2008-09 and subject to permission to apply from the Stationing Advisory Committee.</p> <p>The normal terms and conditions for an ordained minister will apply.</p>
Location:	In Cambridge – if appropriate for appointee (BEH District Office, Stansted also possible). Working from home may also be possible.
Remuneration:	Starting salary: £33615 full time; £16807 half time, per annum.
Hours of Work:	35 hours full time or 17.5 half time per week worked flexibly by arrangement with the line manager. Due to the nature of the post, evening and weekend work may be required, for which time off in lieu may be taken.
Holiday Entitlement:	Pro-rata to an entitlement of 25 days per annum, plus Bank Holidays and an extra three days at Christmas and New Year.
Sick Pay:	Entitlement in accordance with the terms and conditions of employment.
Pension:	There is a contributory pension scheme which employees may be able to join subject to certain provisions.
Car Allowance:	The holder of this post will be required to provide a private car for his or her use. An agreed allowance based on current HM Revenue & Customs FPCS rates applicable to unspecified cubic capacity will be paid.
Probationary Period:	Appointments are made subject to the satisfactory completion of a probationary period. The probationary period for this appointment will be six months.
CRB Disclosure:	Appointments are made subject to a satisfactory Criminal Records Bureau enhanced disclosure.