

# Job Description: Training Lead

Salary	£35,650 - £38,540
Grade	5 - Technical
Team	Mission Team
Line Manager	Principal of St Martha's College
Line Reports	E-Learning Coordinator
Contract Duration	Permanent
Contract Type	0.6 FTE (The role may require occasional Saturday working)
Contact with vulnerable groups	
DBS Check Requirement	NA

## Background

[St Martha's College](#) (SMC) is the diocese of Guildford's training provider and is part of the wider Mission Team. The college's purpose is to train lay and ordained church leaders and ministers in mission and ministry in line with the diocese's vision [Transforming Church Transforming Lives](#). SMC seeks to do this through offering timely and appropriate, quality training enabling them to discover, fulfil and grow in their individual vocations.

It is expected that SMC will become the first-place leaders and ministers in the diocese will seek training interventions appropriate to their context and stage of ministry, whatever that may be. Training opportunities and resources will be offered through a combination of in person training, online resources, and external partners. Online resources will be available through our new online learning hub that aims to maximise accessibility and enable in person 'flipped learning.'

SMC is bringing together existing training streams within the diocese and seeking to integrate learning offered, create easy pathways for growth in vocations, and ensure local missional effectiveness. These streams are:

- Occasional Courses
- Foundations in Ministry (FiM) programmes
- Part time ordination pathway
- Elizabeth ordination pathway for over 55s
- IME2 for Training Curates
- Continuing Ministerial Development (CMD)
- Clergy Well Being
- Team and leadership development

**Occasional Courses** are short courses for those who are locally recognised and supported by parish incumbents and PCCs.

The **Foundation in Ministry Programme** is offered in two pathways to those exploring and beginning their lay ministry journeys. A two-year term time Saturday offers a foundation in theology followed by a specialism year. FiM Mondays is a one-year term time Monday daytime programme.

**Continuing Ministerial Development (CMD)** is designed to support all licensed ministers' training needs identified through individual ministerial development reviews and conversations with Bishops, senior staff, and the wider mission team.

**Clergy Wellbeing** overlaps with CMD and is focussed on encouraging spiritual growth, discipleship, and resilience through a range of opportunities including signposting to mentoring, coaching and Spiritual Direction.

**Team and Leadership Development** encompasses a wide range of, often bespoke, training and facilitation for local parish and deanery leaders and ministers. These are offered through the expertise in the whole Mission Team.

To ensure timely access and reduce potential clashes in dates and topics the previous Training lead created and oversaw a **One Training Plan** that collated planning for each calendar year including Safeguarding and regular Bishop's Study Mornings.

## Job Purpose

As part of the St Martha's College team the Training Lead is responsible for:

- **Ensuring delivery of effective and timely training** for licensed ministers, clergy CMD (post IME2) and other lay ministry and leadership teams.
  - Ensuring commissioning and delivery of appropriate training in response to needs identified in the Parish Needs Process (PNP), Ministerial Development Reviews (MDRs) and conversations with church leaders and Mission Team colleagues.
  - Oversight of the clergy mentoring programme
- **Training Coordination:**
  - Creating and overseeing an integrated curriculum plan for each pathway in the St Martha's portfolio
  - Maintaining and developing the 'One Training Plan' for all training in the diocese.
- **Oversight of the online training portal**
  - Design and delivery of the portal through project oversight, line management of the E-Learning Coordinator and planning timescales of content provision in collaboration with the Principal and SMC team.

Training may be designed and delivered through:

- St Martha's College Team
- Expertise in the wider Mission Team
- External providers (signposted or commissioned)

While the primary focus of the role is coordinating training the postholder may also be involved in the delivery of training based on their expertise and skillset.

The Training Lead will be a key member of the St Martha's College team and will work collaboratively with the St Martha's College Principal who oversees the training of ordinands and licensed lay ministers, the lead for Foundations in Ministry (FiM) Programme and the Occasional Courses and the work of the Training Lead.

The role will have administration support.

## Relationships:

### Internal

- St Martha's Principal

- Director of Mission
- Initial Ministerial Education Phase 2 (IME2) Officer who delivers the curate training
- ME Leadership and Team Development
- Mission Enabler Team
- Head of Communications and Team
- Diocese Board of Education Training Team
- Diocese Safeguarding Training Team
- Admin Team Lead
- Warden of LLMs

#### **External**

- Incumbents and other church leaders
- Licensed Lay Ministers
- Area Deans
- Transitions in Ministry Regional Learning Partnership
- Peer group roles in other dioceses
- External providers of training
- Other organisations with best practice

### **Responsibilities**

#### **Ensuring delivery of effective and timely training**

- Oversee the provision of appropriate and timely quality training within budget to meet the needs of clergy, licensed ministers, and church leadership teams.
- Listen to the big themes emerging from the Parish Needs Process and Ministerial Development Reviews to inform future training provision.
- Work with the Principal of St Martha's College and wider Mission Team to develop training as part of CMD (Continuing Ministerial Development).
- Oversee and approve the allocation of CMD allowances to clergy.
- Oversee communications to parishes, clergy, and chaplaincy to effectively market training offerings.
- Contribute to the effective organisation of Bishops Study Days (3 pa), annual Church Growth Conference, and the Clergy Triennial Conference.
- Liaise with the Director of Mission, Principal of St Martha's and Mission Team Leaders in recruiting and managing volunteer trainers and monitor the quality of training they offer.

#### **Training Coordination**

- Collaborate with the St Martha's Team and others in the Mission Team under the oversight of the Principal to resource the delivery of training and ensure minimal repetition of topics across St Martha's portfolio.
- Work with the St Martha's College team to create a whole college curriculum.
- Work with others to enable a culture of sharing expertise, resources, and good practice within St Martha's College and the whole Mission Team's training provision.
- Ensure development and maintenance of the 'One Training Plan' through coordination of internal and external training providers.
- Develop and manage a bank of external resources and providers in order to signpost training opportunities to those seeking support.
- Coordinate delivery in terms of timing and resource (resolving any potential conflicts along the way), ensuring there is a consistent approach to determining what training is delivered in-house and what is outsourced / signposted.

- Bring consistency to our training in terms of branding, delivery, evaluation, and tracking – making improvements with colleagues as required - to produce (and continuously improve) the highest quality training for greatest impact within budget.
- Oversee the maintenance of training records, ensuring compliance with DBF data management policies and GDPR legislation.

#### **Oversight of the Online Training Portal**

- Manage the development and delivery of the new online training portal for St Martha's college within budget and agreed timescale
- Work closely with the Mission Team in the development of content for the portal
- Manage the E-learning coordinator

#### **General**

- Lead prayers and worship at training and other events as required
- Provide updates and report to Bishop's Leadership Team and governing bodies.

This job description is issued as a guideline to assist you in your duties; it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

# Person Specification: Training Lead

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant professional experience, skills, and abilities.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing and delivering training at a local or wider level</li> <li>• Proven experience of working effectively as part of a team to deliver consistent, high-quality services</li> <li>• Experience of recruiting and managing volunteers</li> <li>• Experience of ministry in the local church.</li> <li>• Evidence of an ability to build credibility, respect and strong working relationships with colleagues and others.</li> <li>• Experience of negotiating effective solutions involving multiple stakeholders</li> <li>• Ability to deliver multiple activities on time and to budget.</li> <li>• Experience of leading the provision of a service to customers or members of a church congregation.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a charitable or church environment</li> <li>• Experience of the management, tracking and recording of information so that it can be used for effective decision-making.</li> <li>• Designing and developing online learning</li> <li>• Experience of curriculum planning</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• An ability to establish efficient systems.</li> <li>• An ability to bring cohesion to a plan that will have a variety of elements, providers, learners, and stakeholders.</li> <li>• Excellent administration skills, with an ability to manage, organise and work to deadlines</li> <li>• Structured, clear thinking with good analytical skills and ability to problem solve</li> <li>• Excellent communication skills – both written and oral.</li> <li>• Good knowledge of Outlook, Word, Excel, and PowerPoint.</li> <li>• Excellent people skills with a strong collaborative working style and ability to work independently</li> <li>• Demonstrable facilitation and negotiation skills to achieve the desired outcome with training providers</li> </ul>	<ul style="list-style-type: none"> <li>• Working Experience of working with an online learning platform</li> <li>• Understanding of Moodle Platform</li> </ul>

- Skills in forward-planning to anticipate problems and solve them through a pragmatic and win-win approach
- The ability to make sensible, intelligent decisions in difficult and deadline driven situations
- Evidence of an approach that is results-focused and committed to achieving goals.
- An ability to hold together the big picture and its detailed implementation.