

**CHURCH**  
**ARMY**  
**.ORG**

# FORMATION LEAD & TUTOR

(FULL TIME)  
**Application Pack**





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# **ROLE OF FORMATION LEAD & TUTOR**

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This role of Formation Lead & Tutor is key in helping our expanding Initial Training Team provide outstanding formation in contextual mission and evangelism - by forming effective evangelists who are able to work with God in transforming communities.

As Formation Lead, you will oversee the delivery of our formational programme, including materials for our formational 'For the Journey' terms and arranging placement visits. You will be responsible for overseeing the recruitment and training of Reflectors and Local Supervisors who accompany our students in their training journey. You will be someone who is enthusiastic about helping people reflect on their development, growth and readiness for authorised ministry in Church Army. You will have an important role in ensuring our students are working in partnership with their local churches and Dioceses.

You will join a gifted team of educators who deliver our training in the Certificate in Higher Education in Theology, Mission and Ministry through the Common Awards scheme, validated by Durham University. You will join Church Army at an exciting time, as our Initial Training continues to grow year on year, and we start teaching Church of Ireland Pioneer Ministers in partnership with the Church of Ireland Theological Institute.

We are looking for someone who has an active and living Christian faith in order to enthuse others in mission and evangelism, with experience of working outside of the traditional church contexts. You will need to have strong collaboration and teamwork skills, with strong social and personal skills to develop relationships. The successful candidate will be able to model the values of Church Army in all that they do.

You will be based at the Wilson Carlile Centre in Sheffield, which homes our national office team and operates as a reputable accommodation and conference centre; it is a fun and hardworking team to be part of.

We particularly welcome applications from under-represented and minority groups, and from those with recent experience in training in Anglican provinces outside the Church of England.

*Dr Elli Wort, Head of Initial Training*







# JOB DESCRIPTION

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<b>Job Title:</b>	Formation Lead & Tutor
<b>Responsible To:</b>	Head of Initial Training
<b>Relating To:</b>	Director of Organisational Development and other members of the Learning and Development team including: Module Lead; Regional Training Lead (Ireland); Tutors; Training Administrators; Researchers; Church Resources Officer; Leadership Development Officer.
<b>Responsible For:</b>	Evangelists in Training
<b>Purpose:</b>	To provide high quality training for those engaged in Church Army's initial training; to oversee the development and formation of the Evangelists in Training (EiT) serving in the Anglican provinces in the UK and Ireland; and take a particular lead on the oversight of EiT's formation.
<b>Objectives:</b>	<ol style="list-style-type: none"> <li>1. To oversee systems for Evangelists-in-Training to reflect on their formation, growth and readiness for commissioned ministry with Church Army.</li> <li>2. To oversee systems of oversight for mission in the Evangelist-in-Training's context and diocese.</li> <li>3. In conjunction with the Head of Initial Training, to collaborate in the development of Church Army Training programmes.</li> <li>4. To teach and assess students engaged in Church Army Training, and act as a flexible resource in work related tasks to ensure the ongoing effectiveness of training.</li> <li>5. In conjunction with the other Tutors, to have responsibility for the progression and development of Church Army Evangelists-in-Training.</li> <li>6. Collaborate with colleagues in the Learning and Development team to ensure research and development informs and is informed by emerging practice.</li> <li>7. With the Head of Initial Training and the Training Administrator, to ensure clear and timely</li> </ol>

	communication both within and from the training team.
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	8. To be an active participant of the Co.Lab team
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### **KEY RESPONSIBILITIES AND TASKS:**

- 1. To oversee systems for Evangelists-in-Training to reflect on their development, growth and readiness for commissioned ministry with Church Army:**
  - 1.1 To evaluate and refine systems and methods of reflection on preparation for commissioned ministry, including their relation to selection processes and reporting.
  - 1.2 To facilitate systems of reflection, including the oversight of those supporting Evangelists-in-Training in reflection, in conjunction with the central Training Team.
  - 1.3 To plan and implement a yearly training event; to provide ongoing support for the systems and for those responsible for their delivery;
  - 1.4 To support personal tutors in this area of their work.
  - 1.5 To complete necessary administration related to this task; liaising with the appropriate member of the administrative staff in all matters relating to reflection.
  
- 2. To oversee systems of oversight for mission in the Evangelist-in-Training's context and diocese:**
  - 2.1 To ensure, working in collaboration with the Head of Initial Training, and Mission Operations and Chaplaincy & Vocations teams, that each Evangelist-in-Training has appropriate oversight for their local ministry and is in an accountable relationship with their diocese.
  - 2.2 To plan and implement a yearly training event for those overseeing local ministry.
  - 2.3 To provide ongoing support with those who provide local oversight, as appropriate.
  - 2.4 To review paperwork relating to local oversight each year, and ensure it is up to date.
  - 2.5 To relate to the appropriate member of the administrative staff in all matters relating to local oversight.
  
- 3. In conjunction with the Head of Initial Training, to collaborate in the development of Church Army Training programmes.**
  - 3.1 To initiate and facilitate Initial Training Team discussions on the ongoing development and improvement of Church Army formational terms.
  - 3.2 To facilitate programme and formational term (re)development, in agreement with the Initial Training Team Leader and in consultation with colleagues in the Learning and Development team.
  
- 4. To teach and assess students engaged in Church Army Training, and act as a flexible resource to ensure the ongoing effectiveness of training:**
  - 4.1 To act as Module Director on modules as appropriate, in agreement with the Head of Initial Training.

- 4.2 As part of a team approach, to teach on modules, to provide support for students working on assignments, and to take part in marking and moderation procedures and module evaluation.
- 4.3 To lead or attend all aspects of Church Army residential weekends, including worship, SoulSpace, meals and taught sessions.
- 5. In conjunction with the other Tutors, to have responsibility for the formation and development for Church Army Evangelists-in-Training:**
  - 5.1 To be the personal tutor for designated Evangelists-in-Training, being responsible for their oversight, with reference to those providing reflection and local oversight, and for Centres of Mission, and the Operations team.
  - 5.2 To be the key point of contact for designated Evangelists-in-Training, from selection onwards, on training issues.
  - 5.3 To ensure records of reflection meetings are completed, and to monitor the content of reflection meetings.
  - 5.4 To gather and collate information for annual reports and to write reports for Training Reviews.
  - 5.5 To be responsible for facilitating meetings to address issues that arise in the training of Church Army Evangelists-in-Training.
  - 5.6 To take the lead in identifying and addressing training needs and pastoral concerns, and where appropriate, to facilitate wider provision for these.
  - 5.7 To at least once a year, visit designated Evangelists-in-Training in their contexts across the UK and Ireland
  - 5.8 To be a role model to the Evangelists-in-Training, engaging appropriately and responsibly in building community and modelling the values of Church Army as an Anglican mission community.
- 6. Collaborate with colleagues in the Learning and Development team to ensure research and development informs and is informed by emerging practice:**
  - 6.1 To work with colleagues in the wider Learning and Development team to ensure collaborative working between the Training and Research teams
  - 6.2 To be available to conduct reviews of Centres of Mission as agreed
  - 6.3 To incorporate Church Army's research into training modules as appropriate
  - 6.4 To liaise with the Church Resources Officer and the Leadership Development Officer at the request of the Head of Initial Training
- 7. With the Head of Initial Training and the Training Administrators, to ensure clear and timely communication both within and from the training team:**
  - 7.1 To develop and maintain appropriate methods of communication between members of the training team.
  - 7.2 To be a key point of contact for Church Army Evangelists-in-Training and independent students, ensuring e-mails and telephone calls are brought to the attention of colleagues and answered promptly within the appropriate timescale.
  - 7.3 To receive and ensure appropriate response to e-mails, telephone calls and approaches concerning all initial training initiatives.
  - 7.4 To deputise for the Module Lead and/or the Head of Initial Training as agreed.
- 8. To be an active participant of the Co.Lab Team**

- 8.1 Be an active member of the Co.Lab team, sharing in the life, objectives and shared practices of the team.
- 8.2 Attend and take part in monthly Co.Lab gatherings.
- 8.3 Whilst working at WCC, share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls and enquiries as required.

**General:**

- To undertake any such duties as are commensurate with the post at the direction of the Head of Initial Training or Director of Organisational Development.
- To be an active member of the Training team, participating in regular team meetings, meetings with members of the team as need arises, and in the overall objectives and life of the team;
- To be an active member of the Learning and Development team, participating in regular team meetings, meetings with members of the team as need arises, sharing in the development and work of the team as well as actively engaging in the life of the team;
- To attend an annual appraisal and regular one to ones with the line manager;
- To undertake any training as required for the role as identified in an appraisal or supervision;
- To adhere to Church Army's contractual and non contractual policies at all times. These are as outlined in the Staff Handbook and on Church Army's intranet document library;
- To act in the best interest of Church Army at all times.

## **TRAINING**

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community.





HS-1008

5.0  
LITER  
capacity

- Unbreakable Stainless Steel
- Ideal For Keeping Drinks & Soups Warm or Cooler for Longer
- For Domestic or Commercial Use
- Extra Storage for Carrying Use
- Easy Pump Action Pouring System
- White Stainless Steel

# ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

ESSENTIAL	DESIRABLE
<b>Knowledge, qualifications and understanding</b>	
MA in Theology or equivalent, or to be working towards this.	Formal qualification in adult teaching and learning.
Working knowledge of formation for Anglican ministry	
Working knowledge of systems of ministerial accountability in Dioceses	
Working knowledge of theological education	Training in related areas such as supervision, coaching, mentoring, spiritual direction.
<b>Experience</b>	
Experience in forming others for Christian ministry	
Experience in teaching mixed ability adult groups.	Willingness to develop as a practitioner of adult teaching and learning.
Experience of mission and evangelism in one or more Anglican contexts	Practical experience in mission and evangelism, with a particular emphasis on working outside traditional church contexts.
<b>Skills, Abilities &amp; Attributes</b>	
An ability to enable others to reflect on their formation for Christian ministry	
An ability to enthuse others in mission and evangelism.	
An ability to be responsive and adaptable to learner needs.	



An ability to develop others for professional ministry.	
Strong social and personal skills, to enable positive relationships with members of the learning community and work with people unconditionally.	
A high level of skills in administration, communication and organisational ability with attention to detail.	
A collaborative team approach and the ability to work as a member of a team.	
A willingness to reflect on personal practice and a good measure of self-awareness.	
Skills in IT applications including a working knowledge of online communication and social media.	Recent experience in and/or knowledge of digital pedagogy.
Ability to research and form proposals based on identified needs.	
Able to evidence creative skills in the design and implementation of new programmes.	
Able to work and deliver under tight deadlines, and a willingness to be accountable.	
<b>Other</b>	
A living and active faith in Christ Jesus, demonstrated in involvement in a local church.	An understanding of Anglican church structures.
Supportive of the vision and values of Church Army; able to work within a variety of traditions in the Anglican church; and happy to co-operate in ecumenical endeavour.	
Able to work weekends and evenings as required for residential training.	
Able to travel and willingness to stay away overnight if required.	

# OUTLINE TERMS AND CONDITIONS

<b>Location</b>	Wilson Carlile Centre, Sheffield. We are currently operating a 60/40 hybrid model for an office/home split.
<b>Salary</b>	£40,525 per annum
<b>Hours</b>	37.5 hours a week with evening and weekend work required on occasion.  You will be required to attend weekend residentials which happen 6 times a year. There will also be events such as Admitting & Commissioning, which the post holder will be required to attend. There is a TOIL policy in place for additional hours.
<b>Pension</b>	Church Army is an auto enrolment employer. You will be assessed under auto enrolment legislation and if eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.  Alternative provisions are available if you are ordained or a commissioned Church Army evangelist, both of which are non-contributory by the employee.
<b>Annual Leave</b>	25 days, plus bank holidays (33 days total) per annum
<b>Probation Period</b>	6 months
<b>Contract Type</b>	Full Time, Open-ended
<b>Notice Period</b>	3 months after completion of probation
<b>DBS Requirement</b>	A DBS is not required for this role. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy.
<b>Occupational Requirement</b>	Due to the responsibilities of the role there is an occupational requirement under the Equality Act 2010 that the post holder has an active faith in Jesus, demonstrated by an involvement in a local church and agreement with the vision and values of Church Army. The successful candidate must be in agreement with the vision and values of Church Army.



# WHAT MAKES US CHURCH ARMY

## Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

## Our Values

Everything we do is underpinned by our GRACEUP values:



**Generous** - We believe God is generous and we want to model that generosity to others.



**Risk-taking** - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



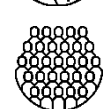
**Accountable** - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



**Collaborative** - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



**Expectant** - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



**Unconditional** - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



**Prayerful** - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.



## Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, we offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

You can find some of these listed on our [website](#) below our vacancies.





# APPLICATION PROCESS

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If you would like you to find out any more about the role, please contact Dr Elli Wort (Head of Initial Training) on [elli.wort@churcharmy.org](mailto:elli.wort@churcharmy.org)

To apply, please submit a Church Army (Faith-based) Application Form which is available to download from the job advert on our website.

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**Deadline: 9am on Monday 23<sup>rd</sup> September 2024**

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**Interview date: Friday 4<sup>th</sup> October 2024**

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## What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

## Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references, including one faith based

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: [www.churcharmy.org](http://www.churcharmy.org)