

Scottish Episcopal Church

IME 4-6 Officer

JOB DESCRIPTION

Title:

Initial Ministerial Education 4-6 Officer for the Scottish Episcopal Church

Responsible to:

The Principal of the Scottish Episcopal Institute

Key Tasks:

1. To discern, develop and oversee the delivery of the provincial IME 4-6 curriculum.
2. To organise training sessions and an annual residential for all curates (stipendiary and self-supporting) across the Province
3. To liaise with IME2 Officers in other UK Provinces and be responsible for the evaluation of formation at this level

Specific Responsibilities

1. Set up the IME 4-6 curriculum

to have an infectious vision for the value of this phase of ministerial formation and training, and to communicate this vision across the Church

to create, develop and administer a three-year curriculum which meets the needs of clergy at this stage of their ministerial development

to identify and book suitable practitioners to help deliver the curriculum

to run online and face-to-face training events, including an annual residential

2. Evaluate the IME 4-6 curriculum

to setup a feedback mechanism which enables the annual evaluation of the curriculum

to be responsible for completing the Annual Self Evaluation (ASE) process run by Ministry Team, Archbishops' Council

to report to the Institute Council with regard to the IME 4-6 Curriculum pathway and its development; three meetings a year.

to be a member of SEI's Management Committee (Board of Studies); three meetings a year.

to attend SEI staff team meetings, monthly, on-line.

to work closely with other officers of the Scottish Episcopal Institute and General Synod

For further information about the Scottish Episcopal Institute please see here:

<https://sei.scot/>

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PERSON SPECIFICATION

The candidate for the post will have proven ability in encouraging clergy development, knowledge of current ecclesiological trends and outstanding organisational gifts. He or she will have a passion for theological and vocational training that equips curates to develop their confidence and competency, and sustain themselves for the work of ministry. The candidate will have drive and enthusiasm, be able to work on their own initiative and possess an understanding of the missiological and theological issues the Church faces today.

The candidate will be an ordained Anglican. It is envisaged that the person might have a stipendiary or part-stipendiary post, and that one day a week's standard stipend would thus be reimbursed to the charge in which they serve (but not NI or pension). Those in other circumstances should not, however, feel unable to apply; if this is your situation, please be in touch with the Contact Person (details below) for a preliminary conversation.

Particular qualities that are sought in the candidate include:

Skills, abilities and knowledge

- (a) A clear belief in, and commitment to, Jesus Christ.
- (b) Gifted in the areas of formation and vocational development, with recent, relevant and active experience of supervision or teaching.
- (c) An understanding and appreciation of the Scottish Episcopal Church and its culture and missional direction, and of the wider Scottish missional context
- (d) A familiarity with current modes of adult theological education
- (e) Excellent communication, presentation, interpersonal and pastoral skills, and the ability to deal sensitively and effectively with people at all levels.
- (f) The ability to motivate, supervise and develop others, individually and in groups.
- (g) Good decision-making, time-management and organisational skills
- (h) Proven ability in the art of theological reflection and the writing of evidence-based reports.
- (i) Administrative competence and the ability to network well and initiate projects.

- (j) The ability to use initiative and to respond to challenges calmly and professionally.
- (k) Literacy and experience in the use and application of commonly used IT applications within an office environment (preferably via Microsoft Office) including email and calendaring systems and an eagerness to keep up to date and develop IT skills as needed for application in the workplace. Experience of Moodle would also be helpful.

Personal Qualities

- (a) An ability to balance this work with other portfolios held
- (b) A willingness to work with people from widely varying traditions and contexts
- (c) Servant-hearted and willing to be flexible about working patterns.
- (d) Able to create and sustain productive, long-term working relationships with others in the Church and with colleagues in other churches, and to work as part of a team.
- (e) A supportive approach to assisting the Scottish Episcopal Church in its mission and ministry.

Closing date for applications:	30 June 2022
Interviews:	Will be arranged during July 2022
Date of commencement of post:	1 October 2022
Contact person:	Rt Revd Anne Dyer, Convenor, Institute Council bishop@aberdeen.anglican.org

The appointment is subject to a satisfactory PVG Scheme Record Disclosure (Protection of Vulnerable Groups (Scotland) Act 2007)