**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Adviser for Spiritual Direction |
| **LINE MANAGER** | Adviser for Clergy Wellbeing |
| **SALARY** | £30,750 per annum (£12,300 pro-rata) |
| **HOURS** | 14 hours |
| **DURATION** | This is a permanent contract for a part time role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU  The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese Travel expenses will be reimbursed in line with the Diocesan Expenses Policy |

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| **JOB SUMMARY** |
| To promote and oversee the provision of spiritual direction in the Diocese of Bristol, especially by maintaining the system that allows Directors and Directees to be matched. To support and contribute to the training of Spiritual Directors. To enable the effective provision of Spiritual Direction in the Diocese of Bristol, and to support the training of Spiritual Directors**.** |

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| **KEY RELATIONSHIPS** |
| * Bishops of Bristol and Swindon * Archdeacons * Spiritual Directors in the Diocese of Bristol * Clergy and Laity in the Diocese of Bristol * Ordinands and LLMs in formation * The Director of Mission and Ministry Support and members of the Mission and Ministry Support Team |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| **SPIRITUAL DIRECTION**   * Be a visible and approachable point of contact for those in the Diocese of Bristol looking for Spiritual Direction * Receive requests for spiritual direction and oversee the process for matching Directees to Directors * Work closely with the Adviser for Clergy Wellbeing and the Diocesan Director of Ordinands to ensure clergy and ordinands have swift access to spiritual direction * Maintain strict boundaries of confidentiality and communicate this to inquirers |
| **SPIRITUAL DIRECTORS**   * Oversee list of Spiritual Directors, ensuring that they have the appropriate insurance, qualifications, memberships and safeguarding checks, and that the terms of referral are clear and understood. * Understand, enable and promote the safeguarding responsibilities of Spiritual Directors * Promote and enable supervision for Spiritual Directors |
| **TRAINING**   * Understand and support the initial training of Spiritual Directors in the Diocese of Bristol * To enable and run continuing development for Spiritual Directors that can also deepen the spirituality of clergy and lay ministers in the Diocese |
| **A MEMBER OF THE MISSION AND MINISTRY SUPPORT TEAM & DIOCESE OF BRISTOL**   * Play a full part in the work of the Mission and Ministry Support Team, including attendance at Team meetings. * Support other colleagues in the Mission and Ministry Support Team, contribute to the wider work of the Team, and involve other members of the Team in the programme for spiritual direction as appropriate * Work collaboratively with other colleagues within the Diocese and support wider work as requested and agreed with your line manager |

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| **ADVISER FOR SPIRITUAL DIRECTION PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Ministry as a spiritual director * Experience of engaging with and being at home with the breadth of traditions within the Church of England * Broad experience of discernment of gifts and spirituality | * Experience of advising and encouraging vocations to ministry. |
| Education/ Qualifications | * Training as a Spiritual Director | * A licenced minister |
| Skills/ Ability | * Excellent administrative and organisational skills * Evidence of encouraging colleagues to take responsibility for their own development and needs * Skills in organising and delivering training * Knowledge of current issues in spiritual direction * Understanding of the implications of safeguarding for spiritual direction | * Familiarity with the Church of England’s procedures for curacy and clergy development |
| Personal | * A lively and committed faith that sustains through times of challenge * High emotional intelligence and self-awareness, and demonstrating critical discernment * Able to have difficult conversations about sensitive matters, hold appropriate levels of confidentiality, and speak truth to power * Evidence of commitment to their own continuing professional development * Able to travel across the Diocese of Bristol | * Able to work within a changing environment, adapting practices and approaches. |

**Date:** 10/07/2025