



DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE	Associate Tutor in Spiritual Direction
REPORTS TO	Adviser for Spiritual Direction
SALARY	£3,789.76 per annum
HOURS	4 hours/week
DURATION	This is a fixed term contract for a part time role Initial duration is one year, with the potential to renew
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.

JOB SUMMARY

Sanctum is a 1-year formation and learning pathway for those exploring a call to the ministry of spiritual direction. Offered by the Bristol Diocese, the course is ecumenical welcoming both lay and ordained Christians—pastoral assistants, youth ministers, chaplains and parish leaders; along with those who notice that people naturally turn to them for attentive listening and spiritual support. As more people from a wide range of backgrounds and life experiences seek spiritual accompaniment, Sanctum aims to offer high quality training through a part-time hybrid pathway which is intentionally designed to be accessible, supportive, and formational, encouraging a broader demographic of students to explore a vocation in spiritual direction. The course integrates theological



reflection, psychological insight, personal formation, and supervised practice within a contemplative, relational learning environment.

KEY RELATIONSHIPS

- Adviser for Spiritual Direction
- Mission and Ministry Support Team Administrator
- Diocesan Safeguarding Team
- Diocesan Vocations
- Wider Diocesan Support Services

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.

MAIN RESPONSIBILITIES

The associate tutor plays a key role in the delivery of teaching, and the formation and pastoral oversight of students on the Sanctum course. Working collaboratively with the Diocesan Adviser for Spiritual Direction (DASD) tutor, the associate tutor shares responsibility for teaching preparation and input, marking student assignments, group facilitation, and the overall wellbeing of students, contributing to the integrity and quality of the course.

TEACHING AND COURSE DELIVERY

- Share joint responsibility for teaching approximately half of the course content, and attending all 23 sessions on the course
- Prepare and deliver teaching input that is theologically, spiritually and pastorally grounded
- Participate fully in course sessions, modelling reflective and attentive presence
- Mark and provide constructive written feedback on student assignments in line with course criteria and standards
- Support student formation and discernment for the ministry of spiritual direction
- Contribute to team reflection, evaluation, and ongoing development of the course



TUTOR GROUP LEADERSHIP

- Lead and facilitate a tutor group of students, providing a consistent space for reflection, integration of learning, and formation
- Offer attentive listening, guidance, and appropriate challenge in support of students' development as spiritual directors
- Maintain oversight of the pastoral welfare of students within the tutor group, responding appropriately to concerns and liaising with the (DASD) tutor, and course supervisor when needed

ADMISSIONS AND SELECTION

- Review course applications
- Participate in interviews of prospective students
- Undertake associated administrative tasks related to course

TIME COMMITMENT AND DELIVERY PATTERN

- 23 sessions per academic year
 - Thursday Evenings: Weekly online, from 6:00 pm to 9:45 pm during term time. Student attend between 6.30 pm & 9.30 pm
 - Saturday In-Person Days: Three sessions, from 9:00 am to 4:30 pm. Student attend between 10.00 am & 4.00 pm
- Planning and Briefing Meetings: Attend as arranged
- Time for preparation, marking, and admissions processes

ASSOCIATE TUTOR 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.

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010



Attributes	Essential	Desirable
Experience	• Significant experience in spiritual direction • Training in spiritual direction • Experience of teaching, facilitating groups, or adult formation	• Experience of training or supervising spiritual directors • Experience of marking reflective assignments
Education/Qualifications	•	•
Skills/ Ability	• Ability to work collaboratively within a small staff team	• Familiarity with online teaching platforms
Personal	• Capacity to offer pastoral care with wisdom, appropriate boundaries, and discernment • Up-to-date DBS, insurance & safeguarding training including spiritual abuse and domestic abuse • Commitment to receiving spiritual direction, to reflective practice, supervision and ongoing personal formation • Respectful and comfortable with the Christian ethos and objectives that underpin our work	• Awareness of safeguarding and student welfare issues within formation settings

Date: July 2026