

# **Diocese of York**

## **Job Description - Co-ordinator and Advisor of Care**

### **1. OVERALL PURPOSE OF THE POST**

To co-ordinate, facilitate and manage care for clergy, their immediate families, lay workers and DBF employees and, where appropriate their families, in order to develop strategies to sustain ordained and lay workers in their ministry.

To advise, as appropriate, both those seeking care and those responsible for care in the diocese especially the Archbishop and his staff.

The post holder will also be Parish Priest of Kirkdale with Harome, Nunnington and Pockley; a light parochial post and will live at Kirkdale. Assistance in parochial duties from retired clergy will be available. There is a substantial Vicarage, which is receiving major improvements.

### **2. RESPONSIBILITIES**

#### **Managing the Diocesan Counselling Service**

2A.1 To co-ordinate, monitor and develop the service in keeping with evolving professional standards and requirements

2A.2 To appoint counsellors and to arrange for their supervision and on-going professional development

2A.3 To receive and allocate referrals

2A.4 To maintain appropriate records and data

2A.5 To be cognisant of issues regarding spiritual direction, the ministry of healing and the ministry of deliverance, and to liaise with diocesan advisors in these areas

2A.6 To maintain links with the Inter-diocesan Counselling service for clergy and families

#### **Resourcing those in Pastoral Ministry**

2B.1 To co-ordinate other care facilities in the diocese (e.g. Visitors, Spiritual Directors) and be aware of possibilities that might improve care (e.g. care within Deaneries)

2B.2 To provide advice and information about professional good practice

2B.3 To act as a consultant to clergy and lay workers and Diocesan personnel in complex pastoral situations, including where there are concerns regarding mental health issues

2B.4 To be involved in the formulation and implementation of diocesan procedures for critical incidents

#### **Developing Strategies of care for Clergy, Lay Workers and DBF Employees**

2C.1 To promote the well-being of clergy and their spouses and, where appropriate, other Diocesan personnel, by facilitating diocesan training opportunities in the areas of self-care, work-life balance, self-awareness, stress management etc and by finding ways of encouraging participation by all

2C.2 To publicise the concept of ongoing "consultative support", and to deal with requests for this in ministry throughout the Diocese.

### **3. GENERAL DUTIES**

3.1 To have in place one's own professional and regular support from a suitably qualified supervisor

3.2 To provide an annual report to the Archbishop of the activities and developments in the areas noted under "Responsibilities" above

3.3 To carry out such other duties of a similar or related nature as may be required

3.4 To gain some knowledge of, and be willing to relate to, appropriate agencies outside the church

3.5 To keep the Archbishop aware of the development of the post but at all times maintain the strictest confidentiality in specific cases.

3.6 Membership of the Clergy Family Care Group, support of Archbishop's Visitors and line managed by the Chair of the Clergy Family Care Group.

3.7 The post holder will also be Parish Priest of Kirkdale with Harome, Nunnington and Pockley; a light parochial post and will live at Kirkdale.

### **4. ACCOUNTABILITY**

4.1 Accountable to the Archbishop through the Archdeacon of York.

# **Co-ordinator and Advisor of Care for the Diocese of York.**

## **Qualifications**

### **Essential**

A co-ordinator, net worker, team worker – a “boundary dweller and rider”

Be a good communicator - be able to relate to a wide range of people in a variety of settings

Proven experience in management of people / training / finance – aware of issues of boundaries, containment, power and a strategic thinker

An understanding of the counselling / therapeutic context, evidenced by either qualifications or suitable experience; a gateway to counselling provision; consultancy in pastoral issues

Able to show understanding / experience of spiritual formation / direction

Outside the hierarchy but familiar with / showing understanding of Diocesan / C of E structures; able to work independently within the system

An open and flexible personality with a sense of humour, aware of the need for confidentiality at all times

Understanding the necessity of professional and regular support from a suitably qualified supervisor

### **Desirable**

Competence with IT

Knowledge of the work of Rural Deans and Visitors

Knowledge of, ability and willingness to relate to appropriate agencies outside the church

Some knowledge of child protection issues

### **Not necessarily relevant**

Ordained

Gender

Age

Basic / high level qualifications