

## JOB DESCRIPTION FOR: DEAN OF WOMEN'S MINISTRY – Diocese of Coventry

<b>Document issue date:</b>	June 2023
<b>Location:</b>	Cathedral and Diocesan Offices, Diocese of Coventry, with travelling across the Diocese of Coventry and, occasionally, nationally.
<b>Accountable to:</b>	The Bishop of Coventry

### Background to Post:

We in the Diocese of Coventry are wholeheartedly committed to the on-going development of women in lay and ordained roles. Progress has been made nationally and locally, but there is still much to be done to improve the culture, training and opportunities for women at all levels within the life of the Diocese and beyond. We seek to take our full part in enabling and encouraging the ministry of women, including pro-actively preparing women to be ready to take on senior leadership roles within the Diocese and wider Church of England.

### Key Relationships:

- The Bishop of Coventry and his Core and Extended Staff Teams (BCST/BEST), including the Bishop of Oswestry.
- Clergy of the Diocese, including those not supportive of the ordination of women.
- Key lay leaders within the Diocesan organisation (eg Bishop's Council, Diocesan Synod, DBF, DBE, Lay Chairs of Deanery Synods).
- Ministry and Leadership Team.
- Other Diocesan staff.
- Race Equality Steering Group (of which the DoWM is a member), Diocesan Disability Adviser and others responsible for supporting diversity in the Diocese.
- Accountable to and line-managed by the Bishop of Coventry.

### Job Description:

As a full member of the Bishop's Core Staff Team, the primary focus of this role will be to work with the Bishop and his Core Staff Team, and other key decision makers within the Diocese, in helping shape our culture so that women and men flourish together.

We acknowledge that, despite much progress, we still need to make further progress to achieve this mutual flourishing. The role will therefore involve nurturing the positive attitudes, momentum and steps already existing across the Diocese, and helping to develop from them appropriate Diocesan responses to the barriers and obstacles faced by women in ministry (including those identified in the Transformations agenda).

### Main Activities and Responsibilities:

- **BCST:** as a full member of the Bishop's Core Staff Team, undertake the common duties of all Core Staff members (eg prayer for the Diocese, pastoral visiting of clergy, playing a full part in discussions on Diocesan matters, MDR interim conversations etc). BCST take collective responsibility for improving the training and opportunities for women. The post-holder's role in BCST will be to ensure that this common commitment is reflected in the reality of all discussions and decision-making, and not just discussions specifically related to the ministry of women.
- **Empowering Leadership:** ensure that the Diocese has a clear process of identifying, training, enabling and encouraging women in the Diocese into leadership responsibilities at all levels within the Church of England. This will include positive action to prepare women for senior leadership positions.

- **Transformations Agenda:** facilitate discussion and appropriate responses to the difficulties and obstacles encountered by women in ministry. This will include acting as an advocate for the Transformations agenda (and any other relevant information relating to the empowerment of women within the Church of England), and making a key contribution to necessary practical responses; a role that will involve appropriate and imaginative challenge of existing culture (eg approaches to flexible working patterns, hours of work and work-life balance – issues which may prohibit some women from considering some roles).
- **Pastoral Care:** in addition to the pastoral care of clergy conducted by all members of BCST, to provide specific pastoral care in cases where such care would be more appropriate from the DoWM, including being the first point of contact for women seeking information or support regarding maternity rights and provision and will provide ongoing support if required.
- **Ensure positive relationships with clergy and parishes who do not recognise the ordination of women:** relationships across the Diocese of Coventry are positive, including amongst those of very different theological viewpoints. The post-holder will have a key part in promoting and modelling positive relationships with those of differing viewpoints over the ministry of women, promoting the Five-Guiding Principles.
- **Link with National Bodies and Initiatives concerning Women in Ministry:** working with others nationally (especially NADAWM), to help the Diocese become an example of good practice nationally. This will include keeping abreast of best practice in other Dioceses and other organisations.

#### Person Specification:

- Committed to Diocesan Vision of restoring Health, New Growth, Renewed Relationships and its strategic outworking.
- Ordained, with a passion and vision for the mutual flourishing of women and men together in the Diocese of Coventry and the wider Church of England and a desire to see the ministry of women develop across the Diocese.
- Ability to win the respect of clergy and laity of both genders and all traditions in the Diocese of Coventry.
- Self-motivated and able to work on own initiative, as well as collegially as part of a team.
- Good time management skills, aware of and seeking a healthy work-life balance.
- Encouraging, enabling, positive attitude.
- Good communication, administrative and organisational skills. IT literate.
- Able to travel throughout Coventry and Warwickshire, and nationally when required.

#### Terms and Conditions:

- 1 Hours per week**  
8 hours per week. Some evening and weekend work will be required.
- 2 Remuneration**  
Remuneration is not provided but expenses will be covered on the same basis as for Area Deans (ie an expenses budget of £2,000 per year to cover hospitality, travel, postage, etc. If in a parochial role, it will be possible to claim up to £3,000 per year for administrative assistance or, with prior agreement from the Acting Archdeacon Pastor, IT equipment for deanery use).
- 3 Monitoring and Evaluation**  
After an initial 3-month probationary period, the Dean of Women's Ministry's progress will be reviewed on an annual basis with the Bishop of Coventry.

#### How to apply:

Please send a letter via email to Bishop Christopher ([bishop@bishop-coventry.org](mailto:bishop@bishop-coventry.org)), with an expression of interest setting out your vision for the role and why you be the right person to fulfil it.

**CLOSING DATE: 5pm, THURSDAY, 22 JUNE: INTERVIEW DATE: Tuesday, 27 JUNE at Bishop's House**