Director of Contextual Training (DOCT)

Job Profile:

Job Title: Director of Contextual Training (DOCT)

Reports to: The Vice Principal

Key relationships: Director of Pastoral Theology and Mission, PC3 Tutor, Manchester Tutor, Federation Tutors in Contextual Training, placement & attachment supervisors

Location: Westcott House, Cambridge

Hours: 0.6 FTE

Term: Permanent

Salary: Lichfield scale (currently £16,344 pa plus pro rata housing allowance and pension).

Job Summary:
The Director of Contextual Training oversees the contextual training experience of each student, working with colleagues within and outside of Westcott to ensure the delivery of an integrated programme of formation that has reflective practice at its heart. The Director shares in the strategic development of contextual learning at Westcott House and will have a key role in developing Westcott’s formational offer to the Church as we seek to develop a full-time contextual pathway to start in the 2022/23 academic year. The Director also serves as a Pastoral Tutor for a group of students and contributes to supervision, worship and community activities at Westcott House.

Applications:
The deadline for applications is 12pm on Monday 15 February 2021. Please send applications to: hr@westcott.cam.ac.uk. Applications should include a full CV, details of 3 referees) and a cover letter referencing the job description and person specification. References will be taken up before interview. If you require us to contact you before getting in touch with your referees, please state that clearly in your application. The post is open to suitably qualified baptised lay and ordained candidates. Westcott House is an equal opportunities employer. Applications from candidates of BAME heritage are particularly welcome as people of BAME heritage are currently under-represented in the staff team.

Interviews:
Interviews will be held on Thursday 4 March 2021. Depending on circumstances, they will either be held in person at Westcott House or remotely by Zoom. Those invited to interview will be informed by email by the end of Monday 22 February 2021.

Background

The vision of Westcott House is to serve, support and release the ministry and mission of the whole people of God through prayerful community and intellectually rigorous, contextually-grounded formation.

Westcott House exists so that the whole people of God may bear faithful witness to God’s love revealed in Jesus Christ, effectively inspire the renewal of the Church, and participate confidently and
imaginatively in God’s mission of justice and reconciliation in the world. We seek to prepare people for public ministry who are:

- **Open** to Christ and to those whom they are called to serve, with a hunger to see the Kingdom of God grow through creative partnerships in ministry and mission.

- **Holy** and faithful, rooted in a life of sustaining prayer, nourished by Word and Sacrament, generously open to the breadth of the Church, and passionate to share the Good News.

- **Wise** and instinctive, immersed in the riches of the Christian tradition, adaptive to the complex demands of diverse contexts and unknown futures, and collaborative in ministry and mission.

- **Compassionate** and effective, responsive to the world and its needs in the power of the Holy Spirit.

Westcott House is rooted in an open, generous, liberal Catholic ethos, which shapes our life as a community. This is an exciting time in the life of the House as we work together to open up opportunities to study here to a wider range of lay and ordained leaders and to work creatively with partners in the TEI community and beyond.

We currently have 51 students and are seeking to renew our strategic vision to increase student numbers and offer a greater variety of formational opportunities for people training for ministry and mission. This is likely to lead to changes in the make-up of the student body and in the pattern of delivery of teaching over the coming years.

Westcott House is part of the Cambridge Theological Federation (CTF), an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. Students take an academic pathway ordinarily accredited by either Durham University (Common Awards) or by Cambridge University. These academic pathways take place alongside contextual training as part of an integrated formation for ministry.

**Contextual Training at Westcott House**

Deepening and strengthening our contextual training at Westcott House is a key priority as we seek to prepare our students to be wise, holy and effective leaders of the future flourishing church. We know that the habits of reflective practice, discernment and prayer established at Westcott will be critical to their future flourishing in the ministries to which they have been called. The quality of contextual training offered at Westcott House and its thoughtful integration with our academic pathways and the worshipping life of the community is key to our ability to serve the Church.

Training for ministry at Westcott House is made up of three closely-connected strands: academic pathways; placements; and in-house ministerial formation, both in taught programmes and through participation in community life.

Alongside a regular weekly local church attachment, all ordinands ordinarily undertake one long Church Context placement of 8 – 10 weeks, usually taking a full term or a summer vacation. Many students undertake a Church Context placement in Manchester, supported by our Manchester Tutor. Students will also take a short Social Context placement, often in chaplaincy.

Westcott House offers academic formational pathways accredited by the University of Cambridge and Durham University and the effective integration of contextual practice with academic study underpins
students’ learning. In-house ministerial formation is led by the Director of Pastoral Theology and Mission through the ‘Life and Service’ programme followed by first and final year students. The programme maps onto the Formation Criteria of the Church of England and seeks to help students further integrate their studies with practical experience in ministry and mission.

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Each student also takes a year-long program delivered jointly with the Church Mission Society on mission, evangelism, and pioneering and most students will take the PC3 (Participation in Context, Community, Classroom) programme. PC3 is context-based training and seeks to deepen connections between experience and classroom learning. It does so through an approach to education for discipleship and ministry that has four key elements: active participation in ministry and mission; classroom learning; immersion in a context; and learning in community. PC3 context-based students undertake church attachments in small groups and are part of a larger cohort of students from Ridley and Westcott House who meet weekly for worship and theological reflection.

Westcott House is committed to putting contextual training and learning at the heart of formation. The post-holder will work closely with the Director of Pastoral Theology and Mission to strengthen the connections between the academic, contextual and reflective aspects of students’ formation. The post-holder will work with our Tutor in Contextual Learning and Manchester Tutor to develop partnerships with parishes and others organisations as sites of contextual training. As part of a core-team of Tutors, the post-holder will organise and oversee all contextual aspects of training.

**Job Description**

The primary task of the Director is to enable students to develop pastoral awareness, practical ministerial skills, creativity, leadership and a passion for mission through contextual learning and by establishing lasting habits of theological reflection. The post-holder will also work with colleagues to develop new opportunities for contextual training and will lead in implementing new programmes.

**MAIN DUTIES & RESPONSIBILITIES**

**Director of Contextual Training:**

1. Develop strategic focus and partnerships to create new opportunities for contextual training.

2. Arrange and oversee an appropriate programme of attachments and placements for each student over the course of their training, including term time weekly church attachments, church context placements, social context placements, home placements during vacations where appropriate or requested by students, and other placements as needed. Ensure all appropriate paperwork is completed in a timely manner.

3. Maintain and develop a bank of suitable attachment parishes and college chapels, including by identifying and nurturing able supervisors, and arranging and delivering appropriate and effective training for them (jointly with Ridley Hall’s Contextual Tutor).
4. Maintain and develop relationships with a wide range of secular institutions and charities to set up placements that will resource students’ formation and develop their ministerial skills, and which reflect Westcott’s commitment to diversity and inclusion. Ensure good working relationships with supervisors and provide relevant and effective guidance to supervisors on the learning and formational objectives of placements.

5. Oversee the quality of contextual training and its impact on ministerial formation, including by:

5.1. Meeting individually with students to gauge how the attachment is going and to get a sense of the level of supervision being offered; monitoring each student’s progress through ensuring receipt of timely and relevant reports from students and supervisors and further ensuring that these inform arrangements for future attachments and the preparation of the student’s bishop’s letter as appropriate.

5.2. Providing reading material, guidance and other relevant resources to support students’ attachments and contextual learning.

6. Share in teaching in contextual training in Westcott House and the Federation, including contributing to ‘Life and Service’ and to delivery of the PC3 programme as appropriate.

7. Oversee student/supervisor relationships including by ensuring working agreements and safeguarding protocols are completed at the beginning of each attachment and attending to the establishment of mutual accountability between students and supervisors.

8. Liaise with the Director of Studies and Vice Principal to schedule students’ participation in PC3 in the most appropriate year(s) and with the Context Tutor at Ridley to ensure that there is a balance of Ridley/Westcott students on the PC3 programme.

9. Maintain clear records of available and potential attachment and placement contexts, work closely with the contextual tutor at Ridley Hall to allocate placements across both colleges.

Pastoral care:

1. Act as a Pastoral Tutor to a group of ordinands, meeting with them weekly as a group and individually at the beginning and end of each term, and additionally as required, in order to prepare their Bishop’s Letter assessing their formation. Writing their Bishop’s Letters at the end of their interim and final years.

2. Share responsibility with the Principal and other staff for the work and well-being of the House as a whole, including joining the weekly Tutors’ Meeting.

Contribution to the wider work of the House:

1. Join other staff members in participating in and leading worship during the week and serving as an example of prayerful discipleship. Morning Prayer is at 7:40am and Evening Prayer at 5:30pm on weekdays, with Community Eucharist replacing Evening Prayer on Thursdays.

2. Participate in the admissions process for new students.
3. Share in the work of safeguarding in Westcott House and in preparing students to integrate effective safeguarding practice in their future ministries.

4. Foster good relations with other Federation Houses, and contributing to the well-being, running, and teaching of the Cambridge Theological Federation.

5. Contribute to the external relations and public profile of the House, according to expertise and capacity, e.g. through academic research or preaching and speaking.

6. Contribute to other aspects of House or Federation life as may from time to time be required.

**Person Specification**

*Essential*

**Education:**

1. Degree in Theology.

**Knowledge/Experience/Skills:**

1. Demonstrable capacity to enable the ministerial formation of mature students with a range of backgrounds and prior learning.

2. Significant experience in Christian leadership.

3. A well-thought out vision for contextual training and the ability to communicate it to diverse audiences.

4. Expertise in contextual training supervision, with the ability to inspire enthusiasm for theological learning in context.

5. Demonstrable ability to enable others to establish theologically reflective practice, including the ability to resource staff as well as students in this area.


7. Effective communication skills as a teacher and in non-academic contexts.

8. Willingness and ability to share in leading Anglican worship.

**Personal Attributes:**

1. Demonstrable ability to work collaboratively, creatively and enthusiastically with colleagues to deliver the strategy of Westcott House for the effective formation of lay and ordained Christian leaders.

2. Administrative adeptness, including efficiency, attention to detail, and timely completion of tasks.
3. Willingness and capacity to work well with Christians from a range of traditions and backgrounds.

4. Willingness to contribute to the life of the Westcott House community.

5. It has been determined that there is a genuine occupational requirement, (GOR) as defined in Equality Act 2010, Part 1, Schedule 9, for the candidate to be a baptized Christian and sympathetic to the work and ethos of a liberal-catholic Anglican theological college.

Desirable

1. A record of achievement in teaching and learning, preferably in higher education and/or theological training, including strong adult education skills.

2. Postgraduate degree in a relevant area.

3. Leadership experience in parish ministry.

This post is open to ordained and baptized lay applicants from the Anglican Communion and its ecumenical partners. All applicants need to demonstrate that they have the right to work in the UK. Westcott House does not hold Tier 2 visa sponsorship status and we are therefore unable to recruit anyone who does not already hold the relevant work visa.

Conditions of Service

1. The anticipated start date is 1st September 2021.

2. Salary is set in accordance with the Lichfield Scale. This is currently £16,344 per annum for a 0.6 FTE. There are free meals in College on working days during term, Monday to Friday. Postholders would be eligible to join the Church of England non-contributory pension scheme.

3. A pro-rata housing allowance will be paid, consistent with the practice in the Diocese of Ely, and currently set at £9,600 per annum for a 1.0 FTE post.

4. Staff members are entitled to six weeks' holiday each year, which should ordinarily be taken in the university vacations. Staff may be required to work on some statutory holidays, particularly when they fall during term, for which time off will be given in lieu.

5. A sabbatical lasting Easter - August inclusive can be applied for once in every five-year period of service (i.e. the Easter term plus freedom from College duties until the beginning of September).