



# THE DIOCESE OF SHEFFIELD

## JOB DESCRIPTION

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|-------------------------|------------------------------------------------|
| <b>JOB TITLE:</b>       | Associate Archdeacon Transition Enabler (AATE) |
| <b>EMPLOYER:</b>        | Sheffield Diocesan Board of Finance            |
| <b>RESPONSIBLE TO:</b>  | Archdeacon                                     |
| <b>RESPONSIBLE FOR:</b> | N/A                                            |

### Context of Role

**These are exciting times calling for creative roles.** Since 2021 six associate-archdeacon transition enablers (AA-TEs) have played a vital coaching role in supporting and encouraging clergy and parishes transition to new models of ministry as detailed in the Diocesan Strategy. As a result of this sustained engagement the Diocese of Sheffield has made significant steps forward in fostering a shared culture of church life that is collaborative, hopeful and mission focused.

The role of the AA-TE is to work in partnership with the Bishops, Archdeacons, Resourcing Mission and Ministry Team, Area Deans, Oversight Ministers, Focal Ministry Teams, Lay Leaders, and all the baptised members of the Diocese of Sheffield, to help realise the Diocesan strategy to be a flourishing and generous Diocese of Sheffield by 2031: Renewed, Released and Rejuvenated!

We seek to be a Diocese Renewed in the grace and power of God, by a constant reliance on the Holy Spirit. We seek to be a Diocese Released from the constraints which hold us back from mission, and released, as the whole people of God for the whole mission of God. We seek to be a Diocese Rejuvenated through a dedicated and sustained programme of outreach to families, children and young people and through an established strategy of church planting and growing new congregations in church and in schools.

## Job Purpose

These are innovative and transformational roles aimed at leading and supporting two twinned Deaneries through the next stage of the Diocesan Strategy. The intention is to work with Parishes, Deaneries and Mission Areas as they continue their journey towards collaborative leadership and mission. Using the Healthy Mission Areas criteria as the focus of their engagement, AA-TEs will work with flexibility, ingenuity and imagination to encourage Oversight Ministers and foster the gifts of lay leadership within Mission Areas

Deaneries have been twinned together in pairs to encourage mutual support and the sharing of resources in mission and ministry. The AA-TE will have responsibility for two Deaneries and will work alongside an Area Dean in each deanery, who also has oversight ministry responsibilities in a Mission Area. At the same time the AA-TEs will work collaboratively as a team, supporting one another across deanery boundaries where appropriate. Where an AA-TE is identified as having specific expertise or experience they will be encouraged to use this across the diocese.

As well as working directly under the supervision of an archdeacon, the associate archdeacons will work closely with two diocesan teams: Resourcing Mission and Ministry (RMM) and Mission Area Support (MAS).

## Encouraging, Enabling, Envisioning

You will have a proven track record in parish ministry of enabling change through consensus, inspiring relationships of mutual trust by collaboration, and encouraging confident discipleship in a rapidly changing church. You will need:

- **A clear sense of missional priorities** in each parish and Mission Area, and the courage and sensitivity to address these, through coaching, with Oversight Ministers.
- **The Imagination to encourage and nurture** seeds of growth in new places and people.
- **The ability to inspire** a culture of holy confidence which is able to relinquish aspects of a cherished past in order to invest in an emerging future.
- **Sensitivity and honesty** when change is difficult, painful or costly.
- **To mobilise training** in accessible, timely and contextually appropriate ways to equip effective emerging ministry teams.
- **Good communication skills** to convey the unfolding of the shared strategic journey 'Renewed, Released, Rejuvenated', inspiring vision, ownership and inviting consensus.

- **A Strongly collaborative style** to work alongside the Archdeacon, Area Deans, RMM, MAS, Oversight Ministers and Mission Area leadership teams in discerning local expressions of the 'Renewed, Released, Rejuvenated' Strategy.

We encourage applications from people with home-care responsibilities as the flexible work pattern will allow these to be accommodated.

### **General Responsibilities**

1. To share in the Bishop's oversight of the twinned deaneries; serving the mission and ministry of the Mission Areas, parishes and ecclesial communities.
2. To have regard to the eleven Healthy Mission Area criteria, coaching Oversight Ministers in each aspect of the criteria and reporting back to Associate Archdeacon meetings where criteria are being met.
3. To offer regular support for Oversight Ministers in sustaining the ministry of lay and ordained licensed, authorised and commissioned ministers in the twinned deaneries.
4. To facilitate culture change by enabling Oversight Ministers, PCCs and congregations to engage in a constructive process of transformation.
5. To work with Oversight Ministers in engaging positively with conflict and resolving disputes.
6. To demonstrate a collaborative leadership style to promote and enable collaboration in ministry and mission, including the sharing of resources across the twinned deaneries and wider.
7. To advance the priorities described in the Diocesan Strategy of Renewed, Released, Rejuvenated as particularly outlined in the eleven points of the Healthy Mission Areas document.

### **Specific Responsibilities**

1. To provide leadership in contextualising the Diocesan strategy, encouraging culture change and enabling and supporting the development of healthy Mission Areas in the twinned deaneries.
2. To work collaboratively with the other Associate Archdeacon-Transition Enablers across the diocese, supporting each other through specific skills and strengths.
3. To support Oversight Ministers and congregations in developing a culture of mobilising the whole people of God for the whole mission of God through the encouragement and development of lay ministries.
4. To support Oversight Ministers and congregations in developing a culture and process to make, grow and release disciples of Jesus.
5. To provide regular one-to-one support and coaching for the Oversight Ministers in the deaneries and key lay and ordained leaders where appropriate.

6. To work closely with their relevant area deans in the provision of pastoral and spiritual care for the deaneries, supporting area deans where appropriate in the exercise of their canonical duties
7. To develop and support the implementation of a vision for mission and church growth in parishes and mission areas through the use of Mission Action Planning and Leading your Church into Growth
8. To promote and enable collaboration in ministry and mission, including the sharing of resources across the deaneries and wider (for example context-specific mission, administration, finance, buildings etc.)
9. To advise and assist the archdeacons and bishops in the formation of active plans for pastoral reorganisation
10. To attend Bishop's Extended Staff Meetings (twice a year)
11. To attend Resourcing Mission and Ministry "deep dive" meetings with the archdeacons and strategic programme manager (twice a year for each AA-TE)
12. To meet regularly with the Archdeacon, other Associate Archdeacons and members of the wider diocesan team including the Mission Area Support and Resourcing Mission and Ministry teams
13. To be available to share regularly in worship leading, presiding and preaching around the churches of the deaneries, becoming a well-known face and trusted friend.
14. To advise the Lead Clergy Formation Enabler in the provision of relevant and high quality training and encouraging Oversight Ministers to attend and reflect upon such training
15. To ensure full compliance at all times with the Diocesan Safeguarding Policy and to promote excellence in safeguarding in parishes and mission areas.'

### **Key Colleagues within the Church and Partners in the Local Community**

Associate Archdeacons will work collaboratively in mission with a number of inter-related ministries and mission communities:

Within the Diocese:

- Diocesan Bishop and Suffragan Bishop
- Archdeacons
- Resourcing Mission & Ministry Team
- Central Services support
- 6 Full –Time Deanery Areas
- Area Deans

Within each Deanery:

- Area Dean
- Lay Chair
- Deanery Council (Standing Committee/Pastoral Committee)
- Deanery Clergy Chapter
- Oversight Ministers
- Focal Ministers (lay or ordained)
- Leadership Teams comprising ordained & authorised lay ministers
- Existing and new church congregations
- Church schools

### **Self Care**

The Bishops are committed to the health and wellbeing of all lay and ordained leaders in the Diocese.

This is a demanding role and the post holder is encouraged to work within the pastoral guidelines issued by the Bishops on holiday entitlement and time off. The post holder is also encouraged to work on average no more than 50 hours each week.

### **Housing**

This clergy role is employed by the SDBF. Housing is not provided as part of the role as the salary reflects the need for the successful candidate to provide their own housing.

The following options are available:

- The successful candidate provides their own housing (private renting or home ownership) and the salary reflects this.
- The successful candidate may rent a home from the Diocese (where a home is available) at market rate using their salary.

However the successful candidate provides their own accommodation they will need to pay their own Council Tax and Water Rates, this expectation is reflected in the salary.

*This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.*

**PERSON SPECIFICATION: ASSOCIATE ARCHDEACON TRANSITION ENABLER (AATE)**

| CRITERIA                                    | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>An Ordained Minister who:</b>            | <ul style="list-style-type: none"> <li>• A priest in the Church of England, in good standing with the Diocese and with at least three years in holy orders and experience of leading a church.</li> <li>• Has proven ability to build good working relationships.</li> <li>• Has experience of supervising ministers and facilitating reflective practice in ministry.</li> <li>• Has experience of coaching, developing others and providing appropriate challenge.</li> <li>• Has experience of planning and delivering projects and tasks through to completion.</li> <li>• Has strong knowledge and experience of safeguarding practices for children and vulnerable adults.</li> <li>• Shows capacity to foster collaboration between lay and ordained ministers (licensed, commissioned and authorised) and lay leaders.</li> <li>• Has proven commitment to mutual flourishing and the Five Guiding Principles.</li> </ul> |           |
| <b>Character – demonstrates evidence of</b> | <ul style="list-style-type: none"> <li>• A strong personal faith and Christian maturity.</li> <li>• A desire to reflect the love of God and grow closer to God.</li> <li>• Has a passion for living the mission of Jesus that excites others to follow.</li> <li>• Humble and servant hearted.</li> <li>• Demonstrates integrity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |

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|                                        | <ul style="list-style-type: none"> <li>• Resilient, stable and trustworthy.</li> <li>• A pioneer and innovator.</li> <li>• A lifelong Learner.</li> <li>• Prayerful and Spirit led.</li> <li>• Demonstrates a trust in God and a capacity to encourage others to trust God.</li> <li>• A responsible risk taker.</li> <li>• A capacity to energise others.</li> <li>• Willing to be accountable and to accept support.</li> <li>• Demonstrates emotional intelligence.</li> <li>• A compelling, warm and open demeanour.</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Knowledge, Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• A collaborative leadership style.</li> <li>• Proven leader, strategic thinker, servant-hearted, critical friend.</li> <li>• An inspiring teacher and preacher</li> <li>• The capacity to be flexible and to work under pressure, with good levels of personal organisation and an ability to work to deadlines.</li> <li>• Confidence and ability in handling sensitive information.</li> <li>• Confidence in using technology such as smart phones, tablets, laptops and social media.</li> <li>• An ability to model a responsible and healthy life balance.</li> <li>• Resilience and good humour.</li> <li>• Has a desire to promote and enable change in ways which motivate others.</li> <li>• Excellent communication skills and an ability to relate across a wide range of church traditions and social and ethnic contexts.</li> </ul> |  |

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|                 | <ul style="list-style-type: none"> <li>• Skilled at leading and consolidating change.</li> <li>• Skilled at managing conflict.</li> <li>• Able to adopt a coaching/mentoring style that asks great questions which arouse awareness, imagine alternatives and increases confidence.</li> <li>• Able to discern, nurture and release gifts in others.</li> <li>• Able to work inter-generationally.</li> <li>• Good team builder, leader and team member.</li> <li>• Good listening skills.</li> <li>• Able to build community by building strong relationships of mutual trust.</li> <li>• Care for self, including key personal relationships and time off.</li> <li>• Knowledge and understanding of good safeguarding practice.</li> </ul> |                                                                                                                                                                                                                                                                                    |
| <b>Personal</b> | <ul style="list-style-type: none"> <li>• Committed to the mission of the Church of England and willing to learn its complexities</li> <li>• Enthusiastic and highly motivated</li> <li>• Able to work both independently and collaboratively as part of a team</li> <li>• Able to work well under pressure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• An understanding of the ethos and mission of the Church of England and of its structures</li> <li>• Willingness to work flexibly, including some/occasional evening or weekend work</li> <li>• Willingness to learn new skills</li> </ul> |

*Given the nature and context of the work, this post carries an Occupational Requirement under the provisions of the Equality Act for the postholder to have a committed Christian faith.*



*Please note, this role is subject to an Enhanced DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at [HR@sheffield.anglican.org](mailto:HR@sheffield.anglican.org)*

*Please Note; Sheffield Diocesan Board of Finance (SDBF) does not hold a Home Office sponsor license and are therefore unable to sponsor Skilled Worker or other work visas. Applicants must have the legal right to work in the UK at the time of application and for the duration of their employment.*

**Last updated July 2026**