



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE: IME2 Interim Officer

EMPLOYER: Sheffield Diocesan Board of Finance

RESPONSIBLE TO: Bishop of Doncaster (Line manager)

RESPONSIBLE FOR: N/A

JOB PURPOSE

- To provide interim IME2 cover whilst ensuring capacity and support is added during the restructure of the IME offering in the IME remit.
- To lead on the delivery of the formation framework for IME2, being the day to day 'first point of contact' for curates, TIs and IME2 Group Mentors.

MAIN DUTIES AND RESPONSIBILITIES

1. To support training incumbents (TIs), providing a listening ear, and to ensure that there are appropriate avenues for curates to share concerns and be supported, including direction to other resources (CMCS, coaching etc). To reflect regularly with the Lead Clergy Formation Advisor/Enabler and the Bishop of Doncaster, sharing detail where appropriate.
2. Support the setting up of learning agreements and Personal Development Plans between TI, curate and the Diocese.
3. To deliver the practicalities of curate assessments.

4. To deliver the formation framework of IME2.
 - a. Monitor Action Learning Groups (including the recruitment and support of mentors/facilitators)
 - b. Encourage the take up of pastoral supervision groups.
 - c. Organise and facilitate the annual Curates Conference.
5. To, at all times, be aware of, and actively promote, excellent standards of safeguarding within Christian ministry.
6. To work collaboratively and consultatively with the Resourcing Mission and Ministry team and Vocations team.
7. To work to support Tis, Curates and the Wider IME team during this season of transition, working with the Bishop of Doncaster, Director of Mission and Ministry and the Lead Ordained Ministry Enabler.

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, and as the training team itself develops.

PERSON SPECIFICATION: IME2 INTERIM OFFICER

Qualifications/Training	• Ordained Priest in the Church of England for a minimum of three years	• A degree in theology
Knowledge	• An understanding of the distinctives of ministry and ecclesiology in the Church of England. • Awareness of the background to training and development within the Church of England • An awareness of Church of England reports relating to IME.	• An interest related to the theology and practice of ministry.
Experience	• Experience of effective team working and team leading. • Experience of ordained ministry at Incumbent level • Experience of training and supervision of others in a ministerial context	• Experience of planning and delivering adult training events. • Experience of working alongside clergy at deanery or diocesan level • Experience of working and/or worshipping across the breadth of the Church of England.
Skills/competencies	• Able to form effective working relationships with a range of people across differing theological positions • Good listening skills. • Good organisational and administrative skills • Good communication and presentation skills, both written and verbal.	• Able to work well at both a strategic level and with individuals • Able to teach, facilitate and deliver learning with a range of learning styles and across differing theological positions

Personal/Other	• Commitment to and passion for the forming and equipping of the people of God, both lay and ordained, for ministry and mission • Commitment to the vision and strategy of the Church as articulated in the Sheffield Diocesan vision statements and overall strategy • Willingness to work flexible hours, including some weekends and evenings, whilst maintaining a healthy work/life balance • A commitment to use a shared diary and to use diocesan systems (training can be given). • Willingness to travel when required and access to appropriate transport to travel within and outside the Diocese	
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**Given the nature and context of the work it is a genuine occupational requirement that the post holder should be a communicant member of the Church of England in order to fulfil the main purpose of the post across the Diocese. This post is therefore exempt under Schedule 9 of the Equality Act 2010.*

Please note this role will be 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

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 September 2026