



ST HILD

Staff Recruitment Pack

Baptist Formation Lead (0.8 FTE)
Sheffield



sthild.org/jobs

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An introduction from the Director of the Centre for Baptist Ministry

St Hild College exists to enable adventurous and Christ-like formation for the renewal of the Church and the transformation of communities. Through transformative community life, excellent theological learning and a contagious passion for God and the kingdom, the College helps people grow deeper roots in Christ and expand their capacity to join in God's work.

Within this wider vision, the St Hild Centre for Baptist Ministry equips new and existing Baptist ministers and other leaders for faithful, missional and contextually rooted service. It offers theological, spiritual and practical formation for Baptist Ministers in Training, supports Newly Accredited Ministers and contributes to the shared task of identifying and equipping leaders across Baptist churches in the UK.

The Formation Lead will give day-to-day leadership to this work of Baptist ministerial formation. The postholder will oversee the design, delivery, evaluation and continuing development of the Baptist Formation programme, ensuring that it is faithful to Baptist identity, meets the requirements of Baptists Together and reflects the vision and values of St Hild College.

This is a relational and formational role as well as a programme leadership role. The Formation Lead will accompany Ministers in Training and Newly Accredited Ministers, helping them integrate theological study, spiritual growth, character, vocation and ministerial practice. They will work collaboratively with regional associations, churches, tutors, mentors and colleagues across St Hild.

The postholder will also be a member of the Sheffield Centre team. They will contribute to teaching and assessment, the worshipping, formational and pastoral life of the ecumenical Sheffield community which trains Anglicans and Baptists for ordination, and independent students in theology and ministry. In this way, the Formation Lead will help ensure that a Baptist and Free Church perspective is well represented within the faculty, while shaping Baptist formation appropriate to its tradition and denominational processes.

We are open to applicants from diverse academic and missional/ministerial backgrounds and we can offer some flexibility in respect of the number of hours contracted. We are keen to increase the diversity of our staff team and encourage applicants who will encourage and challenge us to work out our calling to be a broad and welcoming Christian community.

We look forward to hearing from you.



Nick Allan, Director of the Centre for Baptist Ministry

St Hild College - Vision, Values and Strategic Plans

St Hild has built a reputation as a college on the move. In 2013 just over 50 people were studying at our predecessors, SBTC and YMC; this figure has now risen to around 250, including those being equipped through non-formal courses. A strong sense of our vision and values has been crucial to these developments.

The following was agreed by our staff team and endorsed by St Hild Council as a way of capturing who we are:

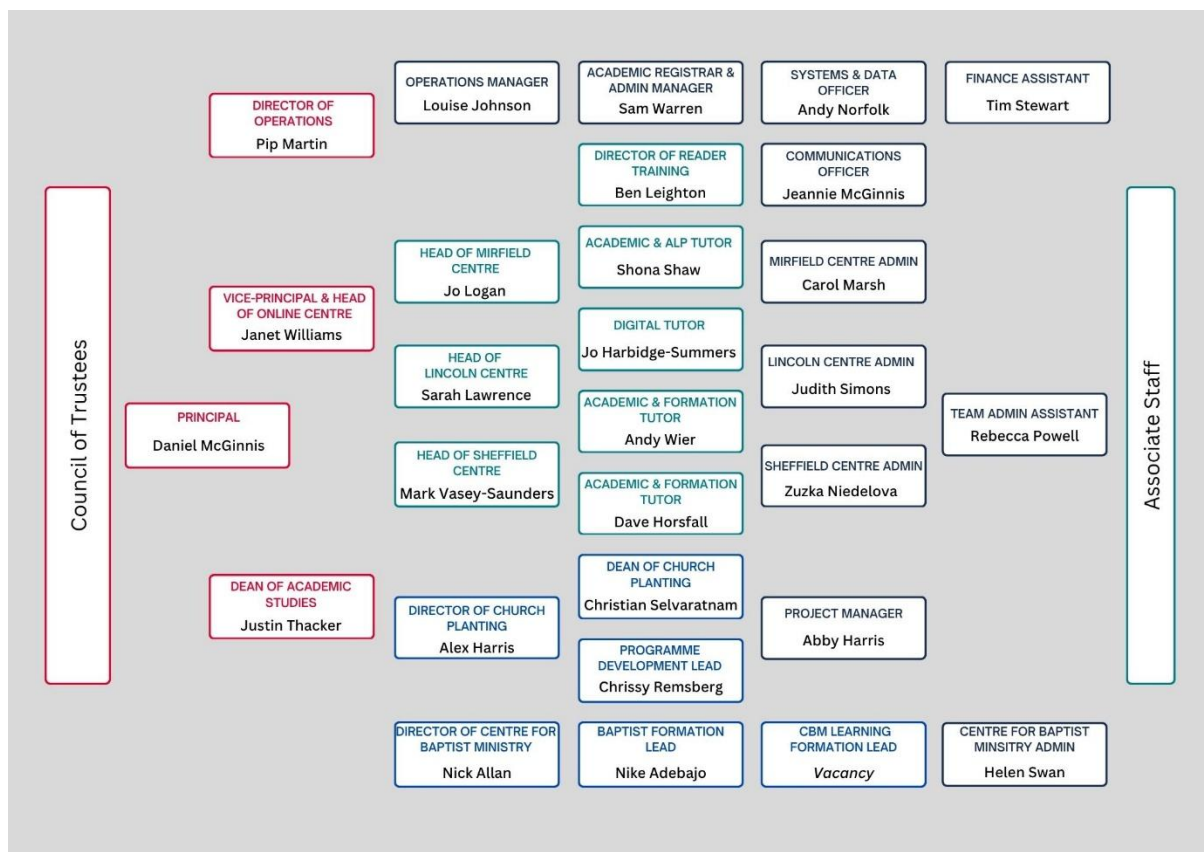
Our vision is adventurous and Christ-like formation for the renewal of the church and the transformation of communities.

Our values are to be prayerful, collaborative, courageous and pioneering.

Our ambitions are summed up by the following phrases, and we work towards these with different goals and workstreams.

- To reach new people
- With better training
- To have a greater impact
- On a sustainable budget

Our structure is represented by the following Organisation Chart:



Baptist Formation Lead Job Description

Leadership of Baptist ministerial formation

- Lead the design, coordination, delivery and review of the Baptist Formation programme for Baptist Ministers in Training and Newly Accredited Ministers.
- Ensure that the programme fulfils current Baptists Together ministerial-recognition and formation requirements and is consistent with St Hild's vision, values, academic provision and quality processes.
- Develop a coherent formation journey that integrates Baptist identity and ecclesiology, spirituality, character, mission, leadership, pastoral practice, theological reflection and vocational development.
- Plan the annual programme of formation days, retreats, reviews and other activities, working within the agreed budget and operational framework.
- Teach and facilitate appropriate elements of the programme and recruit, brief and support other tutors, practitioners and contributors.
- Produce and maintain the handbooks, guidance, schedules and other resources needed for effective delivery.
- Evaluate the programme regularly, drawing on feedback from students, colleagues, churches, regional associations and Baptists Together, and recommend improvements.
- Contribute to the longer-term development of CBM's provision for Baptist formation, including flexible and accessible pathways responsive to changing patterns of ministry and mission.
- Share responsibility with the Director of CBM for CBM student admissions, including interviews, discernment and liaison with relevant Baptist partners.

Oversight and support of Ministers in Training and Newly Accredited Ministers

- Provide tutorial oversight, formational accompaniment and appropriate pastoral support for Baptist Ministers in Training and Newly Accredited Ministers connected with the Centre.
- Ensure that each Minister in Training has clear formational goals, appropriate support and regular opportunities for reflection and review.
- Help Ministers in Training identify suitable placement churches in conversation with Regional Associations, liaising with churches to agree clear expectations and arrangements.
- Oversee NAMs associate staff member to deliver a formation and training programme
- Coordinate student review processes and contribute clear, timely and well-evidenced reports to the relevant College and denominational bodies.
- Maintain full, accurate and appropriately confidential records in accordance with St Hild, Baptists Together and data-protection requirements.
- Work with students to integrate academic learning, placement experience, spiritual formation, personal development and preparation for ministry.
- Identify concerns relating to progress, wellbeing, conduct or suitability for ministry, and respond promptly through the appropriate College and denominational procedures.
- Signpost students to specialist academic, pastoral, safeguarding or wellbeing support where required.

Relationships with churches, associations and Baptists Together

- Build effective and mutually supportive relationships with the Yorkshire Baptist Association, East Midlands Baptist Association (our key partners) and other regional Associations from which students may come.
- Liaise appropriately with Regional Ministers, placement churches, supervisors, mentors and other partners involved in students' formation.
- Provide appropriate and regular briefing and training for supervisors, tutors, Church Support Group convenors as required.

- Maintain constructive working relationships with the Baptists Together Ministries Team and other relevant national networks.
- Represent St Hild and the Centre for Baptist Ministry at relevant regional and national meetings, as agreed with the Director of CBM.
- Contribute to the wider network of Baptist colleges and formation practitioners, sharing good practice and learning from developments elsewhere.
- Attend meetings of the CBM CIO or its governance groups when invited, providing reports or advice within the scope of the role.

Responsibility for Baptist students

- Be a visible and accessible point of contact for Baptist students within St Hild, including those who are not undertaking formal ministerial formation.
- Help Baptist students participate fully in the life of the College while engaging thoughtfully with Baptist identity, practice and denominational life.
- Act as personal tutor to an agreed group of students and meet them regularly in accordance with College expectations.
- Lead or contribute to formation groups, tutorials and other activities for Baptist students.
- Communicate relevant themes, concerns and feedback from Baptist students to appropriate College colleagues while respecting confidentiality.
- Encourage a generous, confident Baptist contribution to St Hild's ecumenical community.

Wider role within St Hild College

Membership of the Sheffield Centre team

- Be an active member of the Sheffield Centre team and participate in its meetings, planning and shared responsibilities.
- Maintain a regular, visible presence in the Sheffield Centre sufficient to fulfil the relational, formational and pastoral purposes of the role.
- Contribute to the pastoral and spiritual support of the wider Sheffield student body.
- Share in leading worship, prayer and, where appropriate, communion within the College community.
- Host or support Sheffield study days and contribute practically to their smooth running as agreed within the team.
- Be available to students during appropriate communal times and help cultivate a hospitable, prayerful and inclusive learning community.

Teaching and academic contribution

- Lead or co-lead teaching in an appropriate area of theological or ministerial expertise, with the scale of this contribution agreed as part of the role's workload.
- Contribute sessional teaching to other modules and programmes where their expertise is relevant.
- Undertake assessment, moderation and second marking in accordance with College requirements. St Hild's courses are validated by Durham University Common Awards.
- Supervise dissertations, independent learning projects or other student work where appropriately qualified and as workload permits.
- Contribute to the review and development of teaching and learning, particularly where academic study intersects with ministerial formation and practice.
- Model reflective practice and help students make mature connections between theology, spirituality, context, mission and ministry.

Membership of the wider College team

- Participate in staff meetings, staff prayer, development activities and the annual staff residential.
- Work collegially with academic, formational, operational and administrative colleagues across St Hild's Centres.
- Contribute to the worshipping, formational and community life of the College.
- Support St Hild's commitment to encouraging and enabling ministry and theological education for women, people from global-majority heritage backgrounds, younger leaders and people whose circumstances require accessible patterns of training.
- Represent the College positively and contribute to recruitment, open days and other events where reasonably required.
- Undertake other duties consistent with the purpose and level of the role, following discussion with the Director of CBM.

Accountability and line management

The Formation Lead will be employed by St Hild College and will work within its policies, procedures and staff structures.

The postholder will be line-managed by the Director of the Centre for Baptist Ministry. Regular line-management meetings will provide:

- clarity about priorities, workload and objectives;
- support and oversight for the delivery of the Baptist Formation programme;
- review of student, partnership or programme matters requiring attention;
- space for professional reflection, wellbeing and continuing development;
- formal review through St Hild's appraisal arrangements.

The Formation Lead will be accountable to the Director of CBM for the effective delivery and development of Baptist formation, the quality and accuracy of formation records and reports, the stewardship of any delegated budget, and the management of relevant relationships.

For responsibilities undertaken as part of the Sheffield Centre, the postholder will work closely with the Sheffield Centre Head and will participate in the Centre's agreed patterns of planning and review. Academic teaching and assessment will be undertaken within the oversight of the relevant programme and academic leads.

Where formation decisions engage formal denominational processes, the Formation Lead will work within the respective responsibilities of St Hild College, the Centre for Baptist Ministry, regional Baptist associations and Baptists Together. Significant concerns about a student's progress, conduct, wellbeing or suitability for ministry will be referred through the appropriate procedures rather than held by the Formation Lead alone.

St Hild's Operations Team will provide appropriate support for communications, finance, data and administration connected with the formation programme. The Formation Lead will be responsible for supplying timely and accurate information and for working within agreed systems.

Key working relationships

The Formation Lead will work particularly closely with:

- the Director of the Centre for Baptist Ministry and other CBM staff team;
- the Sheffield Centre Head and Sheffield Centre team;
- associate tutors, personal tutors, mentors and visiting contributors;
- the Yorkshire Baptist Association and East Midlands Baptist Association and other regional Baptist associations connected with individual students;
- local churches, placement supervisors and ministry partners;
- the Baptists Together Ministries Team and relevant national networks;
- colleagues involved in ministerial formation at other Baptist colleges.

Time allowance: 0.8 FTE

Start date and Length of contract: Permanent (subject to six month probation period), starting after Easter 2027. We hope the successful candidate could overlap for some months with the current post-holder to enable a smooth transition. Exact start time can be negotiated according to circumstances.

Location: Primarily Sheffield Centre (STC) and Sheffield venues for Formation Days, with some teaching online. Wider team meetings (approximately twice per term) in Mirfield. Two overnight Formation residentials in other locations in the Midlands/North of England. Other work to be home-based or by use of shared offices at one of our sites. Home-based working requires a good broadband connection.

Indicative availability: Presence on all Sheffield study days (term-time Mondays) and all Formation days (monthly on Wednesdays) and residentials. Presence at most of: staff prayers (Weds 9:30am, online); staff meetings & lunches (half-termly on Weds, Mirfield), Sheffield centre team meetings (monthly, online) and annual staff residential (2 nights away, usually in July).

Salary and benefits: Salary in line with Lichfield Scale of £36,318.42 per year for 0.8FTE (£45,398.02 gross), plus all relevant travel expenses, provision of IT equipment or allowance, home working allowance, contribution to personal retreat expenses, annual book allowance of £518, allowance for conferences, and additional training by arrangement.

Pension: St Hild will pay a contribution of 10% of salary to the Church Workers Pension Fund for a lay person, or the amount indicated by the Lichfield scale to the Clergy Pension Scheme for ordained Anglican clergy. Staff can make additional voluntary contributions via payroll and may request pension be paid into an alternative pension scheme.

Annual Leave: 24 days paid holiday in a calendar year for 0.8FTE (30 days gross), plus a pro-rated allowance for statutory public holidays. Also time off in lieu for additional work by agreement. One term of research leave is provided for all academic staff after 5 years of service.

Professional development: St Hild encourages staff to pursue further professional development through academic and teaching qualifications, mentoring and leadership development programmes, as appropriate.

Person Specification

Quality	Essential	Desirable
Discipleship, Prayer and Mission	Demonstrate a mature Christian faith, a life shaped by prayer and a pattern of ministry and conduct consistent with the expectations of accredited Baptist ministry. <i>There is an occupational requirement for the post holder to have a committed Christian faith (Schedule 9 of the Equality Act 2010).</i> Be an accredited minister of the Baptist Union of Great Britain, or of another Baptist Union or Convention within the global Baptist family whose standing is recognised as equivalent.	
Personal qualities	Able to work to a consistently high standard Capacity to be flexible when required Excellent interpersonal and team skills; able to build and maintain healthy working relationships	
Previous experience	Have substantial experience of ministry and mission in a local church, pioneering, chaplaincy or other relevant context.	Have direct experience of ministerial formation, vocational discernment or the support of Ministers in Training and Newly Accredited Ministers. Have experience of teaching, assessing or supervising students in theological higher education. Have experience of programme leadership, curriculum development or educational quality review.

		Have established relationships within Baptists Together and familiarity with its current ministerial-recognition processes.
Knowledge and understanding	University educated to at least Masters level Possess a strong understanding of Baptist identity, ecclesiology, ministry and denominational life.	Hold (or soon to obtain) a master's degree or higher qualification in theology, ministry or a related discipline. Bring a teaching specialism that complements the existing strengths and needs of the St Hild team. Have experience in one or more areas of particular relevance to the Centre, such as church planting, pioneering, evangelism, mission on the margins, leadership development or continuing ministerial development.
Adult Education, Teaching and Formational Learning	Be able to accompany people through processes of vocational discernment and ministerial formation with wisdom, warmth, clarity and appropriate challenge. Be able to integrate spirituality, theological reflection, character, context and ministerial practice. Have the pastoral judgement to support students well, maintain appropriate boundaries and respond properly to concerns. Be an engaging teacher, facilitator and communicator, able to work with learners	Proven ability to recruit and retain students Evidence of excellent, innovative and inspiring teaching

	and ministers from varied educational, cultural and vocational backgrounds. Be able to design, organise, deliver and evaluate a substantial programme of formation. Have strong relational skills and the ability to build trust with students, churches, regional associations, denominational colleagues & College staff. Be committed to collaborative and ecumenical working while offering a confident and generous Baptist perspective. Be able to handle sensitive and confidential information with integrity. Be committed to safeguarding, equality, diversity and inclusion, and to creating a learning community in which all students can flourish.	
IT/Admin skills	Skilled in the use of IT, particularly in using Office 365 and remote working Demonstrate sound administrative ability, including accurate record-keeping, clear report writing, attention to deadlines and competent use of digital systems.	Ability to use Moodle to deliver teaching

How to apply

For an informal, confidential conversation before applying please contact Nick Allan on nick.allan@sthild.org to discuss the role further.

To apply, please send a copy of your CV with a covering letter (no more than two pages) detailing how you meet the requirements. This should be sent to jobs@sthild.org. Please also contact us via this address if you have any questions about the application process.

Please include details of two references who can comment on your professional ability. One must be your most recent employer. We will take up references only for successful candidates.

Applications will be acknowledged, and you will be invited to complete an equal opportunities monitoring form (responses are anonymous).

Any offer of employment will be subject to you completing our safer recruitment checks, including taking up references and DBS checks.

Closing date for applications: Tuesday 3rd November, midnight.

Interview date and location: Wednesday 11th and Thursday 12th November, in person in Sheffield.