



ST HILD

Staff Recruitment Pack

Local Formation Lead (0.4-0.6 FTE)

Fixed term (3 years)



sthild.org/jobs

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An introduction from the Director of the Centre for Baptist Ministry

One of the strategic anchors for the Baptist Union of GB is to increase the numbers of trained and equipped leaders and ministers. The vision is for a 'formation ecosystem' in which learners from different starting points can find a place to learn and develop their understanding, character and skills, within a life-long habit of ongoing formation. This formation ecosystem already has established entry points and pathways for those seeking national accreditation as Baptist ministers.

This role sits at the heart of a collaborative partnership between St Hild Centre for Baptist Ministry and three Baptist Associations (EMBA, HEBA, YBA) to strengthen and broaden local leader training and create a clear, accessible pathway toward Recognised Local Ministry (RLM).

Local leaders are those who are serving their local Baptist church context but are not seeking national commendation as an accredited minister. This may include worship leaders, deacons, preachers, interns, leaders of church ministries like CYF and outreach initiatives, and so on, and those serving out of a church in local chaplaincy, pioneering or evangelism. Within this, some people will discern a stronger vocational call to local church ministry and will seek to build a portfolio of learning, supported practice and reflection such that they meet the requirements to be a Recognised Local Minister, within their Baptist Association.

It is a current national Baptist priority to develop our capacity in local leader training to offer a basic foundation in theological reflection for those wishing to equip themselves in such ministries. Local leader training should be:

- **Formational.** It is concerned with the trainee's holistic growth in theological understanding, character, spirituality and skills
- **Ongoing.** Any training programme or event is just one stage in the lifelong development of a person, and should not be seen as an end point.

Local Formation Lead role:

This role sits within the St Hild Centre for Baptist Ministry, and is a collaborative initiative with three of our local Baptist Associations.

The Local Formation Lead (LFL) will coordinate a broad, formational ecosystem of learning opportunities — from entry-level local leader development through to RLM, and onward into further formation and accredited ministry pathways where appropriate. The post is designed to increase the number of trained and equipped leaders across the partnership's ~370 churches across 14 counties, fostering a habit of ongoing theological learning, spiritual formation, and ministry practice.

A key aspect of the role will be to develop a curriculum/programme suited to local leaders and those pursuing RLM, while helping to identify further formation opportunities, including Continuing Ministerial Development (CMD) training. Some of those already providing local leader training in the UK are willing to share their resources and programmes with others, so that complete reinvention should be unnecessary. The LFL will be expected to network and liaise with equivalent LFLs in other parts of the country, facilitated by BUGB Ministries Team.

Local leader training is intended to provide accessible, formational development for a wide range of people serving in local Baptist contexts. Within this broader provision, the RLM pathway is a defined route for those whose calling and ministry are being tested and developed towards Recognised Local Ministry. The pathway normally includes four interconnected elements usually undertaken over a two-year period: completion of a foundational theological curriculum; participation in a spiritual formation group; accompaniment by an appropriate mentor; and ministry practice in a Baptist church or in local missional work linked to a Baptist church or Association. The LFL will coordinate these elements across the partnership, working with St Hild College, the Associations, tutors, mentors and local churches. The LFL will not itself determine whether a person is commended for RLM; this remains subject to the relevant Association's processes, including consideration by the appropriate Ministerial Recognition Committee.

You can read more about RLM here:

https://baptist.org.uk/Groups/402182/Recognised_Local_Ministry.aspx

The LFL will not typically deliver training directly, but will instead build and coordinate a network of trainers, mentors, and practitioners drawn from the College and the three Associations, ensuring consistency, quality, and relational depth across the region. However, there is scope for LFL to deliver training personally, where appropriate to their expertise and agreed workload.

Scope of role

The LFL will serve the three partner Associations on an equitable basis, while recognising that the Associations differ in size and in the maturity of their existing local leader and RLM training provision. The role will therefore give proportionate attention to each context according to need, while working towards a single, coherent regional programme delivered collaboratively across the partnership. The intention is that provision will be aligned across all three Associations rather than developed as separate local programmes. The LFL will work alongside Association staff (without line-management authority), and is invited to draw on their knowledge, relationships and existing resources, as part of the partnership agreement.

The LFL will coordinate and enable provision delivered through the partnership and its wider network. The post-holder will not normally be expected to deliver all teaching, provide all mentoring or spiritual formation, manage Association staff, develop all curriculum materials, or administer every aspect of learner support and programme delivery personally. These responsibilities will be shared with St Hild College, the partner Associations, tutors, mentors, practitioners and other appropriately appointed people.

We anticipate that the role will develop progressively over the three-year period, with initial emphasis on establishing partnerships, mapping existing provision and building delivery capacity, followed by the expansion and evaluation of the regional training and formation programme.

The post is initially scoped at two to three days per week, depending upon the candidate. The priorities and workload will be reviewed after the first year in light of geographical reach,

learner numbers, delivery capacity and partnership expectations. Any expansion of the role will be subject to agreed additional funding from our partners, and a revised role description.

We are open to applicants from diverse academic and missional/ministerial backgrounds. 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:

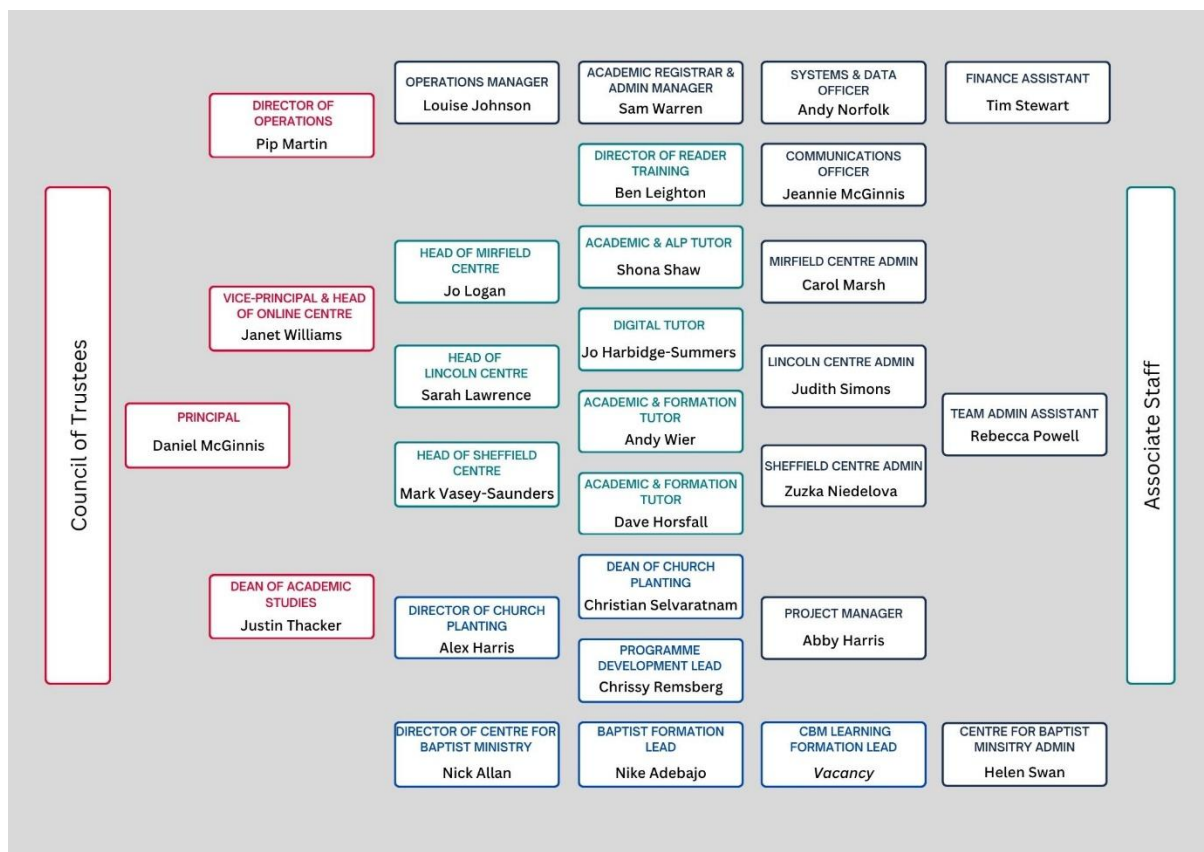
Our vision is adventurous and Christ-like formation for the renewal of the church and the transformation of communities.

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:



Local Formation Lead Job Description

Key Responsibilities

1. Local Leader Training and RLM Pathway Coordination

- Ensure local leader training — including a clear pathway to RLM status — is developed, accessible and well understood across the EMBA, HEBA, and YBA geographies.
- Coordinate the development and delivery of a shared foundational theological and formational curriculum, overseen by St Hild College, which can serve both local leader training and the RLM pathway, with further adaptation for CMD where appropriate.
 - Work with St Hild College to support the academic coherence, quality and consistency and, where agreed, academic assessment, of the theological curriculum, while drawing on existing material and provision from the partner Associations and other appropriate providers.
 - Depending upon how much existing material is integrated, this could include designing the curriculum structure, writing module descriptors, and producing a handbook.
 - Ensure that provision is delivered through a mix of formats, likely to include regional in-person hubs, cohorts and online formats.
- Act as a first point of contact for enquiries. Maintain records, and share information with appropriate partners.
- The LFL will promote accessible and inclusive opportunities for formation, with particular attention to those currently under-represented in ministry.

2. RLM Pathway

- Coordinate the provision of all four elements of the RLM pathway, with the precise division of practical responsibility agreed within the partnership:
 - access to foundational theological/formational curriculum (ideally alongside others in local leader training)
 - spiritual formation groups, facilitated by suitably experienced practitioners (either in-person or online). Including occasional in-person retreats or formation days in conjunction with the Associations.
 - Work with Regional Ministers and Association staff to identify, recruit, and support RLM mentors
 - Work with Regional Ministers and Association staff to agree appropriate ministry practice/placements

- Working with the partner Associations to ensure that RLM learners are connected within their local contexts, recognising that RLM is relationally rooted in the life of the local church and Association.

3. Develop a Delivery Network

- Identify, recruit or commission, equip and coordinate a network of specialist trainers and practitioners to deliver the training, and RLM programme.
 - Likely to include Association staff, existing training teams such as HEBA's "Learning @ the Heart", retired and current ministers, and other local experts.
- Seek to develop opportunities for apprenticeship-style learning of particular ministry skills, under the oversight of experienced practitioners
- Ensure consistency of curriculum quality and learning experience across multiple Associations and geographic areas, while allowing for contextual adaptation.
- Occasionally deliver in-person or online training sessions where appropriate to the post-holder's skill set, though this is not the primary function of the role.
- Work in accordance with St Hild College and partner-organisation safeguarding policies and procedures.

4. Further Formation and Ongoing Learning

- Work with St Hild staff from CBM and other centres including the Centre for Church Planting, to develop learning communities, events, and programmes that build ministry skills and deepen formation for a range of Baptists in ministry. This would include RLMs, experienced local leaders and, where appropriate, accredited ministers undertaking CMD.
- Collaborate where possible with what St Hild College and Associations already offer, and propose further development opportunities
 - Using BUGB CMD guidelines, and the (forthcoming) BUGB RLM Development Matrix as a guide
- Signpost learners to St Hild courses, external training, individual coaching, or specialist courses where appropriate.

5. Pathways to Accredited Ministry

- Recognise and encourage possible vocations to accredited ministry, and signpost appropriate individuals towards conversations with Regional Ministers and Baptist Colleges.
- Maintain up-to-date knowledge of accredited formation pathways offered by Baptist Colleges and liaise with College staff as necessary.
- Encourage candidates toward conversations with Regional Ministers about accredited ministry.

6. Collaboration and Networking

- Connect regularly with other Local Formation Leads across England and with the BUGB Ministries Team to share resources, best practice, and coordinate training opportunities.
- Collaborate closely with existing Association staff responsible for leader training and ministerial formation (e.g., HEBA's Discipleship Training Administrator, EMBA and YBA Ministerial Formation leads).

7. Management, Monitoring and Evaluation

- Management
 - Contribute to the development of appropriate arrangements for funding, fees, tutor payments and expenses, in consultation with the Line Manager and relevant partners.
 - Monitor agreed project expenditure and maintain appropriate records in liaison with the Line Manager and St Hild's finance processes.
 - Maintain accurate expenses records for the LFL post
- Monitoring and Evaluation
 - Maintain accurate participation and progression records.
 - Gather learner and partner feedback periodically
 - Report against agreed outcomes.
 - Work with the Line Manager and partners to ensure that appropriate arrangements are in place for data protection, learner records and information-sharing.

Core working relationships: The role will be part of the Centre for Baptist Ministry team and will involve close working together with East Midlands, Heart of England and Yorkshire Baptist Associations' ministers and teams

Time allowance: 0.4FTE (with potential to increase in future if funding and circumstances allow) with working pattern to be agreed with successful candidate.

Start date and Length of contract: Fixed term for three years (subject to six month probation period), starting January 2027 or as soon after that as possible for the successful candidate.

Location: Flexible location within easy reach of Central England, East Midlands, and Yorkshire(s). The successful candidate will need to be able and willing to travel across the partnership area (preferably with their own driving licence and vehicle), with majority remote working and periodic in-person meetings in Sheffield. Wider St Hild team meetings (up to twice per term) in Mirfield. Home-based working requires a good broadband connection.

Salary and benefits: Salary of £14,000 per year for 0.4FTE (£35,000 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: 12 days paid holiday in a calendar year for 0.4FTE (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.

Role support: Administrative support is given through the St Hild Operations Team. Line management will be provided by the CBM Director, Nick Allan.

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> An accredited Baptist minister, or a person with equivalent experience and standing in Baptist ministry and formation.	Ideally maintaining active ministry involvement alongside this role.
Personal qualities	Able to work to a consistently high standard Capacity to be flexible when required Proven networking skills and the ability to build warm, collaborative relationships across different organisations and contexts. Excellent organisational and time management skills, with the ability to initiate and sustain new programmes in collaboration with others. Ability to work independently and manage priorities within a part-time, geographically dispersed role. A commitment to work within and promote Baptist principles as described in the Declaration of Principle.	
Previous experience	Degree-level theological education or equivalent experience and learning.	An appreciation of diversity and evidence of working with those currently under-represented in ministry.
Knowledge and understanding	Degree-level theological education or equivalent experience and learning	

	Proven networking skills and the ability to build warm, collaborative relationships across different organisations and contexts. A solid understanding of Baptist structures — especially how Associations and Colleges relate to one another.	
Adult Education, Teaching and Formational Learning	Evidence of an ability to facilitate learning and an understanding of how adults learn. Evidence of an ability to facilitate Christian discipleship in others, and an appreciation of the aspects involved. Understanding of safeguarding good practice.	Demonstrable track record in raising local leaders through into ministry positions. Familiarity with mentoring, coaching or spiritual formation.
IT/Admin skills	Skilled in the use of IT, particularly in using Office 365, database and lead tracking, and remote working Demonstrate sound administrative ability, including accurate record-keeping, clear report writing, attention to deadlines and competent use of digital systems.	

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: Closing date Tuesday 3rd November, midnight.

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