



Director, Cuddesdon Chelmsford Centre

Ripon College Cuddesdon ('Cuddesdon') is one of the Church of England's most significant and diverse institutions for theological education and ministerial formation. We combine a rich tradition with a creative and outward-looking approach to preparing men and women for lay and ordained ministry, rooted in worship, learning and community life.

Cuddesdon has a long and successful record of partnership with dioceses and other institutions across the Church of England and the wider Anglican Communion. These collaborations allow formation and training to take place close to the life of local churches while remaining part of a prayerful, supportive and academically rigorous wider community. Each partnership reflects our belief that theological education flourishes when it is shared, contextual and shaped by the needs of those it serves.

The new **Cuddesdon Chelmsford Centre** continues this pattern in a distinctive and exciting way. Established in partnership with the Diocese of Chelmsford, it embodies our shared commitment to forming ministers and leaders of character, imagination and faithfulness for the twenty-first-century Church. The Centre's life and learning will be shaped both by Chelmsford's diocesan vision, *Travelling Well Together*, and by Cuddesdon's own ethos of faithful worship, eager learning and diverse community.

Through this collaboration, we aim to develop a model of ministerial formation that is rooted in local context, fosters theological reflection in practice, and equips ministers to serve with confidence, wisdom and compassion across varied communities. The **Director of the Cuddesdon Chelmsford Centre** will play a leading role in this shared endeavour: guiding its academic and formational life, nurturing its community, and ensuring that the partnership continues to grow in depth, quality and reach.

**Faithful worship – Eager learning –
Diverse community:**

**Formation for generous service in
God's Church.**

Cuddesdon seeks to embody the breadth and generosity of the Church of God for God's world. We are committed to the flourishing of all and to building a community in which each person can offer their gifts in the service of the Gospel.

We recognise that true community brings both enrichment and challenge. Diversity calls for generosity and humility — a willingness to listen, to learn, and to grow together in God's wisdom and love. In that spirit, we celebrate our unity and our difference through faithful worship, eager learning, and joyful table fellowship.

We delight in our shared calling and in one another, seeking to learn and grow by God's grace and to glimpse, in our common life, the fruit of the Spirit and the signs of the Kingdom.

Hospitality and care for creation are at the heart of our life together. We aspire to be a place of welcome, learning and refreshment for all who come, living in harmony with the world God has made.

Job Description and Person Specification

Summary, Purpose and Objectives of the Role

To establish and lead the Cuddesdon Chelmsford Centre in the formation, training and teaching of ordinands and lay ministerial students, ensuring the coherence and quality of academic and formational delivery. The Director will oversee all aspects of the Centre's academic life, pastoral care, and integration within the wider community of Ripon College Cuddesdon, while building strong collaborative relationships with Chelmsford Diocesan colleagues.

Responsible to / Responsible for / Key Relationships

Reporting to:	Principal
Responsible for:	Pathway Administrator Local Tutors
Key relationships:	As a fellow member of the Senior Leadership Team at Cuddesdon: <ul style="list-style-type: none">• Principal• Bursar & Chief Operating Officer• Academic Dean• Director of Formation• Director of Cuddesdon Gloucester & Hereford (CGH)• Deputy Bursar Within the Diocese of Chelmsford: <ul style="list-style-type: none">• Sponsoring Bishops of the Diocese• Diocesan Director of Mission, Ministry and Education• Directors of Ordinands, Lay Ministry, and IME2

Main Duties and Responsibilities

- As a member of Cuddesdon's Senior Leadership Team, the post-holder will lead the Cuddesdon Chelmsford Centre, developing and delivering its non-residential programmes in close collaboration with academic colleagues. This includes organisation, planning and delivery of the Centre's activities, ensuring that they are appropriately staffed, resourced and integrated with Cuddesdon's wider programmes while developing and maintaining positive working relationships with relevant staff at the Diocese of Chelmsford and exploring possibilities for further collaboration.
- Recruit, support and supervise local tutors, identifying training needs and ensuring appropriate induction and development. Line manage the Pathway Administrator.
- In collaboration with colleagues at Cuddesdon and other regional centres organise and oversee the programme of residential weekends and Easter/Summer schools. Oversee the academic and formational progress of all Chelmsford-based students, liaising with diocesan staff as appropriate.
- Draft student reports and coordinate the annual reporting process for Chelmsford students (in collaboration with colleagues where appropriate).
- Collate and review student evaluations and chair meetings of the Chelmsford Board of Studies.
- Work closely with the Academic Dean and Director of Formation on curriculum development and delivery.
- Manage a personal programme of teaching, supervision and assessment in areas of academic expertise.
- Lead and model good formational practice, acting as the lead local tutor for Chelmsford students and providing pastoral oversight, worship leadership and placement support.
- Develop and maintain effective working relationships with key diocesan personnel.
It is anticipated that the Director will hold the Bishop of Chelmsford's licence (as either a lay or ordained minister) and may, in due course, be invited to become an Honorary Canon of Chelmsford Cathedral.
- In collaboration with the Principal and Bursar, take a lead role in the strategic development of the Chelmsford Centre, responding to opportunities and challenges within the wider TEI sector, including the development of online and blended learning. To be a key member of the Chelmsford Cuddesdon Liaison

Group, sharing responsibility with diocesan and Cuddesdon colleagues for setting agendas and organising meetings.

- Participate actively in the worshipping life of Cuddesdon, including preaching and presiding at the Eucharist at the local centre and during residential weekends and weeks for non-residential students.
- Attend academic Staff and Senior Leadership Team meetings (respectively, weekly and fortnightly in term time, with online attendance possible), the start-of-year planning meeting in September, post-term 'Big Picture' meetings after Michaelmas and Hilary Terms, and the annual Staff Residential following Trinity Term.
- Attend relevant sub-committees of the Board of Governors as required.
- Exercise appropriate administrative oversight, including student monitoring, assessment processes and quality assurance.
- Act as the safeguarding officer for the Chelmsford Centre, ensuring that all safeguarding concerns are reported and managed in line with College policy and diocesan procedures, and that students and staff are appropriately briefed on safeguarding responsibilities.
- Promote a safer, inclusive and accessible culture across all aspects of the Centre's life and learning, working closely with the College Safeguarding Lead.
- Foster a culture of hospitality, collaboration and theological reflection consistent with Cuddesdon's ethos and the mission priorities of Chelmsford Diocese.

This is an indicative list of duties and responsibilities only, and should not be regarded as exhaustive.

Person Specification

The person appointed to this post will have a love for the Church and its calling, deep reserves of resilience, a robust and grounded spirituality, and a collaborative and cheerful disposition. They will delight in the diversity of the community we serve, confident of the welcome they will receive and the value attached to their contribution. They will be eager to share in the social, worshipping and academic life of Cuddesdon and the Chelmsford Centre, and able to work effectively with colleagues and students across both contexts.

Qualities	Essential	Desirable
Qualifications	<p>A relevant higher degree at least at Master's level.</p> <p>Ordained in the Church of England or a Church in full communion with it</p>	<p>A doctoral degree (PhD or DMin) in a relevant field.</p>
Knowledge and experience	<p>Familiarity with current and developing thinking in theology, ministry and mission.</p> <p>Significant experience of theological education and/or ministerial formation.</p> <p>Proven ability to teach and assess effectively, ideally within the Common Awards framework.</p> <p>Understanding of the formational dimensions of ministerial training.</p> <p>Awareness of the challenges and opportunities facing the Church of England in mission and ministry.</p>	<p>Experience of leadership within a Theological Education Institution or similar context.</p> <p>Experience of curriculum development and quality assurance processes.</p> <p>Familiarity with the Chelmsford Diocese and its current vision.</p> <p>Experience in developing online or blended learning provision.</p> <p>A track record of supporting learners who are new to tertiary education, and/or supporting those with SpLDs.</p>
Skills & aptitudes	<p>Excellent organisational and administrative skills.</p> <p>Ability to lead and support a dispersed team of tutors and administrators.</p>	<p>Skills in developing collaborative networks and external partnerships.</p>

	<p>Enthusiasm for teaching theology in the context of ministerial formation.</p> <p>Strong communication, interpersonal and pastoral skills.</p> <p>Ability to work collaboratively across institutional and diocesan boundaries.</p>	
Personal attributes	<p>A practising communicant member of the Church of England or a Church in communion with it.</p> <p>Commitment to the training and formation of men and women for ordained and lay ministry.</p> <p>Commitment to the values and aspirations of Cuddesdon as summarised in its Ethos Statement.</p> <p>Capacity to represent Cuddesdon with warmth and confidence in a range of external settings.</p> <p>Capacity to work in a demanding environment while modelling good self-care and work-life balance.</p>	<p>Experience of senior leadership, including strategic planning, networking and collaboration with external partners and customers.</p>
Circumstances	<p>Availability for evening and weekend working, and attendance at residential events.</p> <p>Ability to travel between Cuddesdon and Chelmsford regularly.</p>	<p>Full driving licence.</p>

Employment Details and Staff Benefits

Job title:	Director, Cuddesdon Chelmsford Centre
Employer:	Ripon College Cuddesdon
Hours and Term:	This is a full-time post. The post-holder will be expected to manage their working hours flexibly to meet teaching, pastoral and worship commitments across the Chelmsford and Cuddesdon calendars. Evening and weekend working will be required, together with attendance at residential events and College meetings.
Location:	Based primarily at the Chelmsford Diocesan Office, with regular travel to Cuddesdon and occasional attendance at other diocesan or national meetings.
Salary:	<p>The role is remunerated in line with the Lichfield Scale for Academic Staff. Current figures (2025–26) are listed below and will be updated following the annual uplift in April 2026:</p> <ul style="list-style-type: none"> • Stipend: £34,094 • Book allowance: £920 • Housing allowance: £15,741 • Total: £50,755 <p>Updated figures and a revised consolidated package will be confirmed prior to appointment.</p>
Housing:	A housing allowance set at the Chelmsford Diocesan rate is payable (as above).

Book Allowance:	In line with the Lichfield Scale (as above).
Pension:	Membership of an appropriate Church of England pension scheme, including the Clergy Pension Scheme if ordained.
Holiday:	Six weeks' annual leave plus eight bank holidays. Annual leave will not normally be granted during term time or major residential events.
Contract:	This is a permanent position, subject to satisfactory completion of a six-month probation period.

There is a Genuine Occupational Requirement (GOR) that the post-holder is a Christian. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

This post is subject to enhanced DBS disclosure.

Safeguarding

Ripon College Cuddesdon is committed to safeguarding and promoting the welfare of children and adults. Safeguarding is a shared responsibility of all staff. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

The College has comprehensive safeguarding policies in place which all staff are expected to read and observe during induction and throughout their employment. Regular safeguarding training is provided to ensure that all staff understand their responsibilities and comply with best practice in safeguarding and welfare.

How to Apply

Applications should include a covering letter explaining your interest in the role and how your aptitudes, experience, and qualifications match the Job Description and Person Specification. Please also enclose a full CV, a completed application form, a CoFE Declaration form and Privacy Notice, and an equal opportunities form.

Applications should be sent to The Bursar, Mr Clint McVea, Ripon College Cuddesdon, Oxford OX44 9EX, or by email to hr@rcc.ac.uk, to arrive by 12 noon on Friday 16 January 2026. Interviews will take place in Chelmsford on the 28 or 29 January 2026.

If you would find it helpful to have an informal conversation about the role prior to applying, you are welcome to contact Revd Dr Sarah Brush, Director of the CGH Pathway, Safeguarding Lead and Vice-Principal, at sarah.brush@rcc.ac.uk.

The post is subject to an enhanced DBS check. Shortlisted candidates will be required to provide evidence of the right to work in the UK. Please note that the College is not licensed to sponsor visa applications.