

**The Society of Sacred Mission
St Antony's Priory, Durham
Job Profile**

Job Title: Spiritual Accompaniment Co-ordinator

Location: St Antony's Priory Durham

Accountable to: Spiritual Accompaniment Team Leader

The postholder will work closely with the Spiritual Accompaniment Team Leader to achieve agreed outcomes in the following areas:

1. Spiritual Accompaniment

- (i) Administration of enquiries in relation to those seeking a Spiritual Director
- (ii) Support the development and delivery of the Spiritual Accompaniment training course, together with a particular responsibility for administration of the course
- (iii) Support the network of spiritual directors, including the facilitation of supervision groups, assisting with implementation of ongoing training, induction of new spiritual directors, and communication with the network via the newsletter
- (iv) Offer Spiritual Accompaniment to individuals as part of the ministry of the Priory, by agreement with the Team Leader
- (v) Implement policies and processes to ensure standards of best practice and compliance with national and diocesan policies that may relate to Spiritual Accompaniment

2. Courses, Workshops & Other Activities

- (i) Support the wider programme of activities, which may include courses and workshops relating to Christian spirituality, study groups, support groups, retreats and quiet days
- (ii) Lead some of those activities as may be appropriate
- (iii) Assist with administration of the pastoral supervision network as appropriate
- (iv) Involvement in, and assistance with, other aspects of the life and work of the Priory, as may be appropriate

3. Other

Any other tasks as may be reasonably required, including but not limited to:

- (i) Assistance to other staff members

- (ii) Assistance with hospitality to guests and users of the Priory facilities
- (iii) Attendance at Staff Meetings
- (iv) Participation in relevant training and CPD opportunities, including own spiritual accompaniment and practice supervision
- (v) Any other duties and responsibilities as may be agreed from time to time with the Team Leader

4. Miscellaneous

A. Key Relationships

- (i) St Antony's Priory Director
- (ii) Spiritual Accompaniment Team Leader
- (iii) St Antony's Priory Administrator
- (iv) Society of the Sacred Mission Trustees
- (v) External partners and organisations
- (vi) Users of the Priory facilities and guests

B. Skills & Competencies

- (i) Experience in the work relating to Spiritual Accompaniment
- (ii) Experience of leading activities and facilitating groups
- (iii) Clear written and verbal communicator
- (iv) Ability to prioritise tasks efficiently and remain calm under pressure
- (v) Willingness to 'join in' with the life of the Priory

C. Personal Attributes

- (i) Integrity
- (ii) Understanding of the need for confidentiality and discretion
- (iii) Sympathetic to the needs of others
- (iv) Open to learning and change
- (v) Good effective interpersonal skills

March 2025