



# 2023 ADM FELLOWSHIPS & 2023 ADM SENIOR FELLOWSHIPS – INFORMATION AND CONDITIONS

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## **About the ADM Fellowships Program**

ADM Fellowships raise up Christian women to engage a sceptical and hurting world with the good news of Jesus, as they serve Christ in the church, the community, and the world.

The objectives of the ADM Fellowships Program are to:

- Enable the completion of high-quality major projects by Christian women that will give them credibility in their field and set them up for further opportunities to serve Christ and his Church, particularly in engaging a sceptical and hurting world with the good news of Jesus;
- Train and equip Christian women to share their contributions with wider public audiences, through providing integrated theological and professional development in a supportive Christian environment;
- Progress Christian women at the early-mid vocational stage towards sustainable pathways to continue their work, and promote the creation of more pathways for Christian women and girls to serve Christ.

For more about the Program visit: [www.deaconessministries.org.au/fellowships](http://www.deaconessministries.org.au/fellowships)

## Overview

ADM Fellowships provide financial and institutional support for Christian women to complete a major project at the ADM office in Sydney and pursue avenues to engage the public with their work.

We encourage Christian women from a variety of backgrounds, fields and experience to apply, including ministry, theological education, professional spheres, academia, not-for-profit, education, health and more. Examples of Fellowship project outputs can include books, journal articles, practical resources, talks, research, online pieces, media appearances and more.

ADM Fellowships provide **office space** and a **bursary**. In addition, Fellows are provided with a tailored professional development and theological formation program.

ADM Fellowships can be held for a period of **6 months or 1 year**.

Applicants can apply to work on their Fellowship for either **2, 3, 4 or 5 days per week**.

ADM Fellows receive a bursary, paid in quarterly instalments. Fellowship bursary amounts are based on the number of working days per week and the duration of the Fellowship (see below for the table of bursary figures). The maximum bursary for ADM Fellows who undertake their project 5 days per week for one year is **\$60,000**, and for ADM Senior Fellows, **\$80,000**.

ADM Fellowships can be funded in two ways:

- **Matched:** In this category, applications for an ADM Fellowship must include 50% funding from at least one source external to ADM, for example, the applicant's employer (e.g., a College, church, parachurch organisation, school) or a group of supporters (e.g., donors, ministry supporters, crowd-funding). The funding contribution from the external source(s) for an application must match the total funding requested from ADM, i.e., it must cover 50% of the Fellowship bursary requested. ADM will contribute the other 50%, matching the external contribution.
  - For example, an application for a 3-day/week, 1-year ADM Senior Fellowship (bursary: \$48,000) must include a contribution from external source(s) of 50% of that amount (\$24,000).
  - Applicants will need to provide evidence they have secured this external funding in their application, for example, a letter from their employer indicating willingness to commit the funds should the applicant be successful, a letter from key donors, or evidence of the applicant's past track-record in support-raising funds.
- **ADM-only:** Where an applicant is unable to access external funding source(s) to make the 50% contribution to their Fellowship, applicants can apply for ADM to fund their Fellowship in full (100%).

**Please note** that preference will be given to Matched applications. However, at least one 2023 Fellowship will be reserved for an applicant with no access to external funding.

## **Eligibility**

To be eligible to apply for an **ADM Fellowship**, the applicant must:

- Be 18 years or older;
- Be a Christian woman;
- Have a personal commitment to ADM's [theological principles](#);
- Be able to work in the ADM office in Sydney during the Fellowship; and
- Not be current or past (last 5 years) personnel (including without limitation employee, consultant to or board member) of ADM.

To be eligible to apply for an **ADM Senior Fellowship**, in addition to the above criteria, the applicant must also:

- Have more than five years' experience and evidence of leadership in her field OR a higher degree (PhD, Masters).

## **Assessment criteria**

All applications will be assessed against the following criteria:

### Applicant:

- Appetite and ability to be raised up to engage a sceptical and hurting world with the good news of Jesus, as you serve Christ in the church, the community, or the world
- Appetite and ability to think biblically and theologically in your area, in alignment with ADM's [theological principles](#), and integrating faith and vocation
- Appetite and ability for excellence and leadership in your field (assessed relative to field and relative to opportunity, taking into account career interruptions)

### Fellowship project and its outputs:

- Quality (assessed relative to the applicant's field)
- Viability: the likelihood the project outputs will be completed
- Impact: connections between the project and Christian faith, and the potential of the project to impact beneficiaries (e.g., communities, churches, organisations) in ways shaped by the gospel
- Engagement: the potential of the project to engage various public audiences through events and media during and after the Fellowship

- Capacity-building: the likelihood that completing the project outputs will help you progress to the next step in reaching larger vocational goals and finding sustainable pathways to continue serving

## Application process

Applications for ADM Fellowships occur in two stages:

1. A short application called an Expression of Interest (EOI)
2. Successful EOI's will then be invited to submit a full application

Shortlisted applicants in the full application round will have their applications assessed by two reviewers, one with expertise relevant to the applicant's field, the other with theological expertise. Those applicants shortlisted for interview will be contacted approximately 1 week before offers are due to be made (interviews can be conducted online if the applicant is not currently residing in Sydney, or if this is required at the time due to COVID-19 restrictions).

## Key dates

Thursday 21 April 2022	Expression of Interest (EOI) applications open
Thursday 2 June 2022, 1pm AEST	Expression of Interest (EOI) applications close
Tuesday 28 June 2022	All applicants notified of the outcome of their Expression of Interest (EOI). Successful EOI's invited to submit a full application form
Tuesday 26 July 2022, 1pm AEST	Full applications close
Monday 12 – Monday 19 September 2022	Interviews held at ADM office or online via Zoom
Thursday 22 September 2022	Offers made for 2023 ADM Fellowships. All applicants notified of the outcome of their application
Wednesday 1 February 2023 – Friday 26 January 2024	2023 ADM Fellowships period:  1-year Fellowships are held for the full period.  6-month Fellowships can be held from: 1 February 2023 – 31 July 2023; OR 1 August 2023 – 26 January 2024.

## Benefits

ADM Fellows receive a bursary, paid in quarterly instalments. Fellowship bursary amounts are based on the number of working days per week and the duration of the Fellowship (see below for a full table of bursary figures). The maximum bursary for ADM Fellows who undertake their project 5 days per week for one year is AUD60,000, and for ADM Senior Fellows, AUD80,000.

**Please note** that Fellows are responsible for their own tax arrangements.

### ADM Fellowship:

Days/week	6 months	1 year
2	\$12,000	\$24,000
3	\$18,000	\$36,000
4	\$24,000	\$48,000
5	\$30,000	\$60,000

### ADM Senior Fellowship:

Days/week	6 months	1 year
2	\$16,000	\$32,000
3	\$24,000	\$48,000
4	\$32,000	\$64,000
5	\$40,000	\$80,000

ADM Fellows are provided with a personal, allocated desk space and shelving at the ADM office, which is also accessible outside office hours. Computer monitors and office internet and printers will be available. Fellows who work less than five days may need to desk-share. Fellows are expected to work at ADM on their designated workdays. Core office hours are 10am to 3pm. However, flexible work arrangements can be requested.

ADM Fellows are provided with a tailored professional development and theological formation program, as well as avenues to connect with mentors and networks.

ADM Fellows do not assign their intellectual property to ADM and are not expected to do so. ADM does not endorse the work and views of ADM Fellows. Each Fellow represents herself and her own work. The views expressed by ADM Fellows are those of the Fellow and do not represent the views of Anglican Deaconess Ministries.

ADM Fellows can refer to themselves as holding an 'ADM Fellowship' or they may refer to themselves with the title of 'ADM Fellow'. (Likewise, Senior Fellows can refer to

themselves as holding an 'ADM Senior Fellowship' or they may refer to themselves with the title of 'ADM Senior Fellow'). Subject to negotiation with the Fellowships Manager, Fellows may also be awarded a more specific title – for example, 'ADM Research Fellow'. (Likewise, for Senior Fellows, for example, 'ADM Senior Research Fellow').

After the completion of their Fellowship, ADM Fellows become part of our growing Fellows Alumni network, which provides ongoing support as they serve Christ in the church, the community, and the world.

## **Responsibilities**

ADM Fellows have a short quarterly review meeting with the Fellowships Manager at the end of each quarter. Failure to comply with the conditions of the Fellowship may result in cancellation of subsequent bursary payments.

If you are unable to complete your Fellowship for any reason, ADM may choose at its discretion and in consultation with you to terminate or defer your Fellowship.

ADM Fellows are expected to attend meetings with other Fellows (approximately one two-hour meeting a month).

ADM Fellows are expected to work on the Fellowship project they propose in their submitted application and complete the outputs specified there. Significant variations in the topic or projected outputs of a Fellow's project may be accepted subject to review and approval by the Fellowships Manager.

ADM Fellows are expected to participate in public engagement or teaching opportunities organised through the Fellowships Program. These are anticipated to be one to two events per year for each Fellow. It is also anticipated that Fellows will individually pursue opportunities to engage various public audiences with their Fellowship project (for example, radio interviews, media pieces, collaborations, etc.).

ADM Fellows must acknowledge their ADM Fellowship on any publications or outputs that derive from work completed during the Fellowship period, including at events, in media engagements, etc. Ideally, by-lines should include the Fellows' position title and/or acknowledgements should include wording along the following lines: "Work towards this project/publication was completed during an ADM Fellowship. The views expressed in this publication are those of the author and do not represent the views of Anglican Deaconess Ministries". The latter line is encouraged wherever there is room for ambiguity regarding whose views are being expressed (for example, a Fellows' profile for an online media outlet might say "X is an ADM Fellow. Views expressed here are those of the author and do not represent the views of ADM").

ADM Fellows who are undertaking projects that require ethics approval are responsible for making this determination and for securing ethics approval *prior* to commencing their Fellowship.

Fellows are expected to provide a report on their activities and outputs at the end of their Fellowship.

**Please note:**

- ADM reserves the right to seek assistance from experts outside ADM to evaluate an application;
- ADM determines the final selection of Fellows;
- ADM reserves the right not to select any applicants;
- No correspondence will be entered into about unsuccessful applications;
- Where a reviewer declares a conflict of interest or conflict of duties in respect of an applicant or organisation, it will be addressed according to the ADM Conflict of Interest policy, including recording the nature of the conflict on a register, and determining whether the reviewer is excluded from reviewing the application.

**EOI application submission**

EOI applications must be made using the online application form. To access the link, visit: [www.deaconessministries.org.au/fellowships](http://www.deaconessministries.org.au/fellowships) and go to the 'Apply' section.

When you submit your application, you will receive an email acknowledging it has been received.

For a list of the questions you will be asked in the EOI online application form, see Appendix A at the end of this document. We recommend you have your answers prepared prior to commencing the online application.

**Enquiries**

If you have questions about your application, please join one of our applicant info sessions below or you can get in contact with our team via [hello@deaconessministries.org.au](mailto:hello@deaconessministries.org.au)

We can assist with any issues in putting together your application or with any broader queries about the Fellowships program.

## **Applicant Information Session**

- **Monday 16<sup>th</sup> May, 12:30pm-1:30pm:** Optional Information Session at ADM office (St Andrew's House, Level 1, 464-480 Kent St, Sydney) or attend online via Zoom



## **Appendix A.**

### **List of questions in the EOI online application form**

***\*\*NOTE\*\****: this document is NOT the application form. It is an aid to you as you prepare to submit your EOI. ALL FELLOWSHIP EOIs MUST BE SUBMITTED VIA THE ONLINE APPLICATION FORM.

#### Personal Statement

- Write a statement about why you want to apply for an ADM Fellowship. Please tell us about your personal vision for being “raised up to engage a sceptical and hurting world with the good news of Jesus, as you serve Christ in the church, the community, or the world.” Under God, how would you love to be doing this – both during the Fellowship and into the future? (500 words)

(We recommend applicants read the FAQ on our website for some guidelines for writing your statement.)

#### Proposed Fellowship Project

- Fellowship project title
- Fellowship project description: Provide an outline of your proposed Fellowship Project. What output(s) will you complete and which audience(s) will you engage? (500 words)

#### Attachments

- You will also be asked to upload a 1-2-page CV