

Barking Episcopal Area
Bishop's Adviser for Liturgy
Job Specification

DEPARTMENT:	Barking Area Team
LOCATION:	Home based / Barking Lodge, Verulam Avenue, E17 8ES
ACCOUNTABLE TO:	Bishop of Barking
REMUNERATION:	£4,764.80 per annum (7 hours per week) FTE £23,824 per annum

CONTEXT

The Bishop of Barking, Bishop Lynne, is an area Bishop in the Diocese of Chelmsford. The Barking episcopal area comprises a rich and diverse range of communities and a growing population of over 1.6 million people currently. Bishop Lynne is passionate in addressing issues of poverty, inequality and disadvantage and committed to the role of the Church in the transformation of individuals and of communities. The Bishop's Office is based in Walthamstow, with good public transport links and comfortable and well-resourced office accommodation. This is an exciting opportunity to support the Bishop of Barking in her broader ministry and in an interesting and varied part-time role.

PURPOSE OF THE ROLE

To provide guidance and administrative services in support of the worshipping and liturgical life of the Barking Area, and in particular of services involving the Bishop of Barking

In particular this involves the provision of advice to parishes and the production of a wide variety of liturgical and associated resources, including orders of service, news sheets, support for ordinations, licensing Services, study/retreat days etc., with a consistently high degree of accuracy and of stylistic presentation. You will work as part of the Barking office team and will have some secretarial support for the role.

DUTIES:

- To be responsible for, oversee or produce liturgy for a broad range of services including ordinations, licensing's, domestic licensing's, Holy Communion, school assemblies, study and retreat day resources.
- To nurture on-going good relationships with Area Team and diocesan colleagues, clergy, lay leaders, parishes and congregation members as part of the Bishop's broader ministry.
- To attend Area Team meetings on an ad hoc basis, as required.
- To create and oversee delivery of an annual programme of clergy/lay leader study and reflection days to support, inspire and care for leaders within the Barking Area.
- Occasional roles as Bishop's Chaplain on an ad hoc basis for eg. Ordination Services.

- Any other duties reasonably required.

PERSONAL ATTRIBUTES AND SKILLS:

- Good interpersonal skills and diplomatic, with a friendly, calm manner
- To have experience and skills in the formation of liturgy and worship
- Organised with good attention to detail, high accuracy and ability to work to deadlines.
- IT literate (Microsoft Office 365).
- Willing to work flexibly to meet the needs of the role.
- The ability to maintain absolute confidentiality and to be courteous, friendly and highly discreet;
- The ability to work well in a small team and be part of a close-knit office;
- The ability to work independently and regularly alone in a quiet environment;
- The ability to adapt to changing circumstances and to work on own initiative.

GENERAL CONDITIONS

Standards of Behaviour and Conduct

Staff are expected to act, at all times, with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

TERMS OF EMPLOYMENT:

Salary

The starting salary for this post is £ 4,764.80 per annum (FTE £23,824).

Pension scheme

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme.

Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances.

Hours of work

Your hours of work will be 7 hours per week worked flexibly; working days and times will be agreed upon with the Bishop of Barking

Annual Leave

You are entitled to 35 hours paid annual leave per leave year (full time equivalent 25 days). This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December.

Notice

For this employment there is a probation period of six months. During this time your employment may be terminated by two weeks written notice on either side or pay in lieu of notice by the Bishop of Barking.

Following the successful completion of your probationary period the notice period will be extended to one month on either side.

Contract: The post is offered on an open-ended contract, subject to a six-month probationary period.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by the Bishop's Office.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Bishop's Office records and information.