The Diocese of Southwark

DMPC Assistant Secretary



Christ Centred

Outward Focused

The Diocese of Southwark

Deputy Diocesan Secretary

Jackie Pontin

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Dear Applicant,

I am delighted that you have expressed interest in our role of DMPC Assistant Secretary.

I hope that you will find the information provided helpful in deciding on whether to apply.

I would be very happy to have an informal discussion about the role, and to provide more information; please contact me on the details above.

If you feel called to be part of our journey, we would be delighted to hear from you.

With best wishes

Jackie Pontin

Deputy Diocesan Secretary

The Diocese of Southwark
The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)
Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678
Company Secretary: Nicola Thomas

THE CHURCH OF ENGLAND

The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title: DMPC Assistant Secretary

Department: Secretariat

Salary: £44,000 per annum (from 1st January 2027)

Hours of work: Full-time

Reports to: Deputy Diocesan Secretary (who is also the Secretary to the DMPC)

Other Key Relationships:

Diocesan Secretary
The Archdeacons
The PAs to the Archdeacons
Diocesan Registry (Registrar and Registry Clerk)

Background to the role

The Diocese of Southwark is the collective name for the Church of England in South London and East Surrey, with over 300 churches structured around traditional parishes and with whom the diocesan office works closely, and 250 full-time clergy most of which live in diocesan provided residential housing.

The Church has its own legal structures, expressed in Ecclesiastical law, which have been approved by Parliament. These structures are implemented by reference to formal legal Measures. The Mission and Pastoral Measure sets out the legal procedures for pastoral orders and pastoral schemes concerned with parish reorganisation and for closing consecrated church buildings and settling the future of these buildings.

The Diocesan Mission and Pastoral Committee (the DMPC) is a statutory committee which is one of the three constituent bodies of the Diocesan Council of Trustees (the DCT). The DMPC makes recommendations to the Diocesan Bishop, after the required local consultations, including by the Archdeaconry Mission and Pastoral Committees (the AMPCs).

Purpose of the Role

The role will co-ordinate the work of the DMPC, supporting the Secretary to the DMPC in ensure the necessary formal and informal processes are followed.

Key aspects of this role include the collaboration with the Archdeacons, and their PAs, who carry out the initial consultations on behalf of the Archdeaconry Mission and Pastoral Committee (AMPCs), co-ordinating the production of the necessary papers for committee meetings and accurate record keeping as pastoral schemes progress.

Location

This role is located in Trinity House, the Diocesan Offices near to London Bridge and is based in the office although some working from home is possible.

Main Duties include:

- Preparing the agenda and papers for the DMPC in association with the Chair and DMPC Secretary; prepare the minutes of meetings and attend to actions arising from meetings.

- Being responsible for drafting Pastoral Schemes and Order under the Mission and Pastoral Measure and carrying out all administrative functions in relation to the DMPC, including formal and informal consultations with stakeholders which include clergy, parishes, patrons parishes and other diocesan staff.

- Supporting the Archdeaconry Mission and Pastoral Committees when needed to ensure proper consideration and scrutiny proposals at a more local level

- Providing the administration and coordinating the processes associated with pastoral orders and pastoral schemes.

- With support, coordinating the processes connected to closing and finding a new use for closed church buildings.

- Responding to initial queries from Archdeacons and, on some occasions, parishes about the legal procedures under the Mission & Pastoral Measure.

- Liaising with the Diocesan Registry, including on details of patronage and in connection with previous schemes.

- Maintaining the records on the progress of pastoral orders and schemes to ensure legal requirements are fully complied with.

- Keeping up to date with legislative changes and detailed procedures through attendance at the on-line DMPC training and the networking opportunities offered by the National Church.

- Coordinating the work with the Diocesan Board of Patronage

DIOCESE OF SOUTHWARK

DMPC Assistant Secretary
Outline terms and conditions

Employer

The person appointed will be employed by the Diocese of Southwark (South London Church Fund) whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House.

Salary

The salary for this position is £44,000 per annum (from 1st January 2027)

Probation

The appointment is subject to the satisfactory completion of a 26-week probationary period.

Hours of work

35 hours per week (excluding lunch breaks), Monday to Friday
(with occasional evening meetings)

Lunch hours are not part of your contractual working hours, and the timings are subject to management agreement. Any other breaks are subject to management agreement.

Holiday Entitlement

You will receive 26 days (pro rata) annual leave per annum, increasing to 31 days (pro rata) after 2 years' service. There is also an entitlement to 2 local and 8 bank holidays. The leave year runs from 1st January to 31st December. Annual leave in your first year of employment will be pro-rated based on start date.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension
The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the 26-week probationary period a week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

Safeguarding

The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes.

All staff are expected to take part in relevant training, and to follow the relevant policies and procedures that will contribute to making the diocese a safe place for those in our parishes, schools and communities

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

Essential	Desirable
Experience and qualifications	
• Hold a degree level qualification or equivalent and/or be able to demonstrate equivalent experience. • A full understanding of the Mission and Pastoral Measure and how it is applied in pastoral reorganisations to further the mission of the Church of England.	
• Proven experience in managing casework with an ability to think clearly about procedures, solve problems, provide clear definitive advice and deliver desired outcomes.	
• Experience of planning agendas, minute taking and report writing.	
Skills/Aptitudes	
• An ability to articulate clearly and to the point to a wide range of audiences, including making presentations and writing for different media and recipients. • To be a motivated self-starter, able to take initiative within the scope of the post and to manage required timescales. • Good inter-personal skills with the ability to communicate effectively with people from all backgrounds and of all abilities • Positive attitude to change and new ideas, with an ability to see possibilities and be creative within a legal framework. • Excellent numeracy and literacy skills. IT literate in Microsoft Office, file-sharing and video conferencing and proven experience in using IT effectively and efficiently; • Good written and oral communication skills with proven ability to summarise complex information;	
Character and personal qualities	
• Interest in and commitment to the missional development of churches and parishes. • Able to quickly build collaborative relationships with a variety of people and at all levels, including Committee Members, colleagues, clergy, visitors and other key stakeholders. • Able to work collaboratively and creatively with colleagues and apply learning imaginatively. • Able to demonstrate emotional maturity and deal with potentially challenging situations. • Flexible approach to work and able to manage multiple and changing priorities • A good communicator, both face to face and in writing. • Empathy with the mission of the Church of England and the ability to demonstrate behaviours consistent with our Diocesan staff values of lead enable serve as we seek to grow younger and more diverse.	

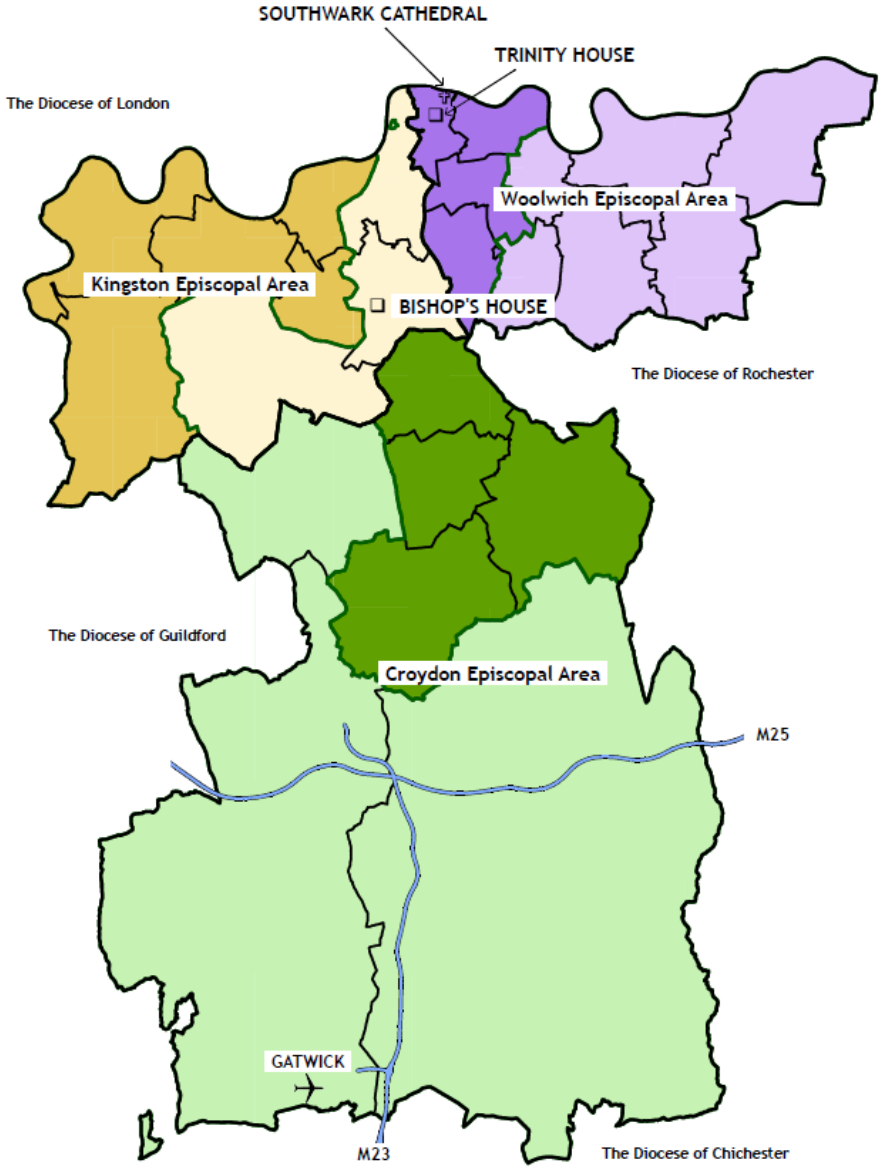
Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.





The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:

P

Parishes

We value all our parishes and are committed to enabling and serving them, sothey can minister to the whole people of God in their local context.

M

Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced andwell-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.

G

Growth

We will grow our existing churches, including revitalisation initiatives, andestablish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.

Y

Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to seeour churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.

D

Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.

H

Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.

DIOCESAN STAFF VALUES

- Effective Stewardship of resources
- Collaborative Team Working
- Respect for all
- Transparent Accountability