

Bishop of Carlisle

Director of Operations and Executive Chaplain

This is a senior role in the Bishop's team, ensuring the effective support of the ministry of the Bishop of Carlisle, including some wider outward facing and diocesan responsibilities. **It is open to both lay and ordained applicants.**

Key Accountabilities:

The Diocese of Carlisle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. The Executive Chaplain will work closely and collaboratively with the Diocesan Safeguarding Officer and the Diocesan Safeguarding Team to ensure safeguarding best practice procedures and policies are maintained in all areas of responsibility.

Support for Bishop(s)

(NB – where it refers to 'Bishop(s)' this includes Bishop of Penrith)

1. Provide support to the Bishop of Carlisle and Bishop of Penrith in the exercise of their duties and to be a critical friend to whom they can turn and speak in confidence.
2. Pray regularly for the Bishop(s) and the Bishop's Leadership Team.
3. Ensure pastoral matters and concerns are dealt with in a timely manner and are brought to the Bishop(s) attention, as appropriate.
4. Act as the Bishop(s) representative, when tasked, and deal with a variety of pastoral, parish and diocesan matters.
5. Ensure that complaints are dealt with appropriately, in time and in accordance with the complaints and queries procedures.
 - a. Ensure that the complaint is directed to the right person or, where appropriate, manage the complaint.
 - b. Where necessary, draft correspondence for the Bishop of Carlisle in relation to the complaint.
 - c. Monitor the progress of all complaints received by the Bishop's Office.
6. Be attentive to events within the Diocese of Carlisle, ensuring the Bishop(s) and members of the BLT are informed.
7. Undertake research, occasionally, on a wide variety of subjects and draft briefings or correspondence.
8. Manage the agenda setting process for key meetings which the Bishop chairs, producing draft agendas and overseeing action points and checking minutes.
9. Liaise with the Diocesan Head of Communications in respect of the development and delivery of the Diocesan Communications Strategy and support for episcopal communications and crisis management.
10. Liaise with the Canon Precentor and Cathedral team for Diocesan services.
11. Liaise with the Bishop's Adviser for Healing Ministry and Deliverance Ministry to ensure a timely pastoral response is given in line with agreed Diocesan policies.

Bishop's Leadership Team

1. Contribute as a full member of the Bishop's Leadership Team.
2. Prayer – organise and enable the pattern and life of prayer within Bishop's House and the Bishop's Leadership Team.
3. Foster good communication across the Bishop's Leadership Team.
4. Pastoral care for the Bishop's Leadership Team.

5. Take a share of responsibility for leadership of an area of diocesan wide work (to be agreed depending upon skills/experience/vocation).

Bishop's Office

1. Oversee the daily running of the Bishop's office through line management of Bishop's Personal Staff.
2. Oversee the operation of the Bishop's data protection frameworks to ensure compliance with data protection requirements, including overseeing Subject Access Requests.
3. Oversee the administrative process for clergy appointments including Permission to Officiate (PTO) and lay ministry with the Bishop of Carlisle's licence.
4. Act as Ministerial Development Review (MDR) Officer.
5. Oversee and manage the finances and planning processes associated with the Bishop's budget.
6. Manage the Bishop's Discretionary Fund, following due governance, record keeping and transparency.

Within all areas of responsibility, identify, develop and implement areas for change/change management, ensuring that all changes are fully embedded and the respective systems and processes run to the highest standards.

Undertake any other duties, as required.

Person Specification

An enhanced DBS check will be required for this role.

This post is subject to an occupational requirement that the post holder be a communicant member of the Church of England under Part 1 of Schedule 9 of the Equality Act 2010. The post holder will be required to represent the bishop, including occasionally leading prayers or conducting worship on behalf of the Bishop in a manner appropriate to the Church of England.

| <i>Essential</i> | <i>Desirable</i> |
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| <i>Technical Skills and Qualifications</i> | |
| Qualified to degree level or equivalent, or experience in a similar role | |
| IT literate in Microsoft Office packages and able to use IT effectively | |
| Excellent written and oral communication skills | |
| Full driving licence and access to a car | |
| | Experience of financial management and accounting |
| | Experience of Ecclesiastical law |
| | Experience of Employment law |
| | Experience of GDPR legislation |
| | Theologically literate, or willing to undertake some theological study |
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| <i>Knowledge and Experience</i> | |
| Knowledge of The Church of England and its structures, and an understanding of other Christian denominations | |
| Experience and proven ability in church ministry and pastoral care | |
| Experience of managing others | |

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| Ability to negotiate sensitive and complex issues and situations | |
| Experience of safeguarding practice | |
| | Experience of preparing and leading prayer and worship |
| | Experience of working with civic and other public bodies (eg.local council, charities etc.) |
| Methods of Working | |
| Prayerful | |
| Organised | |
| Self-starter | |
| Attention to detail | |
| Able to take initiative within given accountability structures | |
| Able to operate under pressure | |
| Able to exercise a very high degree of confidentiality | |
| Able to be adaptable and flexible | |
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| Personal Effectiveness | |
| Excellent collaborative skills | |
| Pastoral sensitivity and care for others | |
| Meets deadlines | |
| Hard working and willing to tackle a range of work | |
| Flexibility to deal with unexpected work and situations | |
| Willingness and eagerness to learn | |
| Reflective | |
| Demonstrates transparency and welcomes accountability | |

Number of Direct Reports: 7

Collaboration:

External: NCIs Bishoprics, Bishop's Chaplain network, Ecumenical Partners, Civic Partners

Internal: Bishop's House and Diocesan Safeguarding Team

- Bishop's House and Church House
- Bishops and Diocesan Secretary, DMMSI and Director of Education
- Bishop and Archdeacons (including line management of Archdeacons' PA)
- Diocesan Healing Adviser
- Bishop's Adviser for Women's Ministry
- Dean and Cathedral

The principle place of work is Bishop's House, Keswick, though some home working will be possible. The post holder will be expected to travel around the county, and occasionally to meetings nationally.