



Chief of Staff to the Archbishop of York
Recruitment Pack
March 2021

Overview

The vision for the Church of England in the 2020s is that we become a *Christ centred and Jesus shaped Church*. To be Christ centred requires a spiritual and theological renewal. The phrase 'Jesus shaped' is borrowed from the Anglican Communion and describes how our life in Christ should be shaped by the five marks of mission.

From this central vision three strategic objectives have emerged –

- to be a church of missionary disciples
- to be a church where mixed ecology is the norm
- to be a church that is younger and more diverse

Nationally, the Archbishop of York leads on this agenda. It therefore shapes the *Living Christ's Story* agenda of the York diocese and the agenda for our work here at Bishopthorpe, both to support this national and diocesan ministry, but also to help Archbishop Stephen identify specific priorities for his own ministry, particularly here in the northern province.

At Bishopthorpe we have aligned these ideas around a single phrase from the Lord's Prayer: *Your kingdom come on earth as in heaven*.

This is shaping an agenda for the Palace itself, enhancing the way we welcome groups and how we use the building and its beautiful grounds for hospitality, debate, dialogue and encounter with God.

It also shapes Archbishop Stephen's personal priorities of -

- Prayer
- Pilgrimage
- Teaching and evangelism, particularly through missionary journeys across the north when that is possible
- Shaping a Christian narrative of hope for the nation, and particularly in the north

The Chief of Staff will be the Archbishop's chief companion, support and critical friend for developing and refining this vision, aligning his work with the dioceses and central structures of the Church of England, ensuring his time is used effectively and strategically, and making it happen.

Bishopthorpe Palace

Bishopthorpe Palace is located in the village of Bishopthorpe which sits 3 miles south of the City of York. The Palace is the home of the Archbishop of York and Mrs Cottrell and operates as a multi-functional palace, housing working offices, meetings rooms, and a chapel. The Palace and its grounds are often used for charity open days, retreats, conferences and receptions.

The small and dedicated staff team at the Palace support the ministry of the Archbishop of York, and work closely with colleagues in the Diocesan office, the Northern Province and the National Church. The team also ensure the Palace is a place of welcome and hospitality which includes the beautiful gardens and woodland within the grounds.

The life of the Community at Bishopthorpe Palace is centred on prayer and worship. Each day begins with Morning Prayer. The regular celebration of the Eucharist shapes our common life.

As the country emerges from Covid-19, we look forward to the Palace and Grounds being a place where individuals, local churches and those within our local community can visit, find rest and encounter God.



Application Process

To apply for this role, please submit

1. An up-to-date Curriculum Vitae
2. Supporting statement (maximum two pages) that outlines your interest in this particular role, the ministry of the Archbishop of York and your fit against the criteria set out in the person specification
3. A short video (maximum 4 minutes) outlining how you would offer **companionship, critical friendship and support** to the Archbishop of York.

Interview Dates

- Stage 1 – **Thursday 27 May 2021** (via zoom). In addition to the interview, there will be a presentation and informal conversations with some staff from Bishopthorpe Palace.
- Stage 2 – **Wednesday 2 June 2021** (in person)

Closing Dates

- The closing date for applications is **5pm on Monday 26 April 2021**

Occupational Requirement

- This post carries an occupational requirement to be a practicing Christian (in accordance with the Equality Act 2010)

If you want to know more about the role, please contact Leann Dawson – leann.dawson@churchofengland.org

Role Description

The first point listed under responsibilities says that I'm looking for a companion, a critical friend and a support. All three of these are vitally important. I need someone who loves God and loves the gospel and who will pray with me and for me in the adventures that lie ahead.

I need someone who is able to tell me when I've got it wrong and help me see things differently. I need someone who I know will be on my side, but even more importantly be on the side of the church I serve. There is much to do. Support also means helping get things done.

The Chief of Staff will therefore join me in scaling the heights of some of the most exciting developments that the Church of England has seen for a generation as we emerge from Covid and reshape the life of our church, or at least helping to navigate a way up the mountain.

But there will also be times, when they will be alongside me in some of the darkest and most intractable challenges we face. All the bullet points on the job description are important, but because these three qualities of companionship, critical friendship and support are so essential, as well as addressing the other qualities looked for in this post, part of the application process will be telling me how you would accomplish these three.

Stephen Cottrell
Archbishop of York



THE NATIONAL CHURCH INSTITUTIONS
MANAGING EMPLOYER: THE ARCHBISHOP OF YORK
(IN HIS CORPORATE CAPACITY)
BISHOPTHORPE PALACE
JOB DESCRIPTION

JOB TITLE:	Chief of Staff
GRADE:	Competitive salary in the region of £90k per annum
LOCATION:	Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE
ACCOUNTABLE TO:	The Archbishop of York
PROVIDING SPECIALIST ADVICE TO:	The Archbishop, the Staff team at Bishopthorpe Palace, and colleagues across the NCIs and the Northern Province.
LINE MANAGEMENT RESPONSIBILITIES:	Executive Assistant and Office Manager, Chaplain, Head of Communications and Palace & Events Manager
BACKGROUND:	<p>This senior post reports directly to the Archbishop of York and provides the Archbishop with assistance to conduct his ministry within the life of the nation, the Church of England and the Anglican Communion.</p> <p>The role supports the Archbishop in his priorities of Mission, teaching and Pilgrimage to the Diocese, Province and Nation. Working with existing stakeholders and seeking new partnerships to amplify the ministry priorities.</p> <p>The role would work with colleagues at Lambeth Palace coordinating the work of the Archbishops' commissions and task forces.</p>
KEY RELATIONSHIPS:	<p>The role will relate directly to the Archbishop and to colleagues in the office at Bishopthorpe Palace, to the Bishops of the Northern Province and their staff, also to National and Archbishops' Advisers at Church House and Lambeth, to the Principal Secretaries and other staff of the National Church Institutions.</p> <p>Relationships with officers of Her Majesty's Government, local authorities, and other statutory and voluntary bodies will be central to the role, alongside dioceses and cathedrals across the Northern Province and relevant education institutions, business and media organisations.</p>

MAIN DUTIES & RESPONSIBILITIES:

1. To be a companion, critical friend and support to the Archbishop in all his ministry.
2. Leading on the Archbishop's priorities of Mission, teaching and Pilgrimage to the Diocese, Province, the National Church and the Anglican Communion.
3. To advise the Archbishop as he determines the objectives and policy goals of his ministry and to ensure that these are communicated to relevant bodies.
4. The development, agreement and implementation of a strategic planning framework on a 3-5 year rolling basis to ensure that all aspects of the Archbishop's work are properly paced and implemented.
5. Instigate, organise and staff private meetings, public events and social occasions for the Archbishop of York at Bishopthorpe Palace and around the country in relation to his priorities.
6. Oversee the development and implementation of these priorities, ensuring new and creative ways of approaching the priorities are considered.
7. Oversee the development of a communication strategy for the Archbishop and the Palace in close collaboration with the Head of Communications.
8. Collaborating with and advising colleagues in the Communications Team and the Church House Communications Team on the opportunities to advance the Archbishop's priorities through public activities or comment.
9. Have particular strategic regard to the opportunities and risks for the Archbishop's ministry.
10. Work with existing stakeholders and seek new partnerships across various networks to amplify the Archbishop's ministry priorities.
11. Regularly review and reflect on the work the Archbishop undertakes, including leading on diary and strategy meetings with the wider team.
12. Commissioning and assembling theological and other research with partners to further the work of the Archbishop's priorities and ministry.
13. Interpreting and applying such information, views, and data and presenting them appropriately to the Archbishop.
14. Work with partners in the Dioceses and Cathedrals across the Northern Province to collaborate and keep the work of the national vision and strategy work in the forefront.
15. Attend National Church meetings maximising on the opportunities to network and build relationships to enhance the Archbishop's priorities.
16. Work with colleagues at Lambeth Palace to lead on various projects and work around the Archbishops' commissions and develop closer collaboration between Bishopthorpe and Lambeth.
17. To manage and oversee the development and work of the Bishopthorpe Partners. In partnership with the trustees, create a 3-5 year strategic plan and put in place solid governance arrangements.

18. Manage the work of the internal strategy team exerting influence, recommending courses of action and taking steps to implement decisions.
19. To advise the Archbishop as he determines the objectives and policy goals of his ministry.
20. To ensure effective communication across the staff structure.
21. To provide advice and support to Bishops across the province as required and particularly on issues relating to mission and strategic development opportunities.
22. As part of the Bishopthorpe Senior Team, advise the Archbishop on the planning of his official business and commitments.
23. Appropriate oversight and accountability for health and safety compliance and security risks.
24. To share responsibility for out of hours national and global media enquiries.
25. Assisting with tailored replies in conjunction with the correspondence team.
26. To support and participate in the life of prayer at Bishopthorpe Palace.

All staff working at the Archbishop of York's office share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

The main duties and responsibilities of the post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to the job description that are commensurate with the banding and in line with the general nature of the post. You will be consulted about any changes to the job description before these are implemented.

A comprehensive and supportive induction programme will be put in place for the post holder to ensure that they have all the information, access and contacts required to quickly acclimatise and excel in this role.

PERSONAL SPECIFICATION:

Essential

Knowledge/Experience/Skills:

- Educated at least to a degree standard.
- Theologically literate.
- Exceptional leadership and management skills, with the ability to inspire, motivate and empower staff within a politically complex setting.
- Demonstrable intellectual achievement and ability to think at a conceptual and strategic level
- Able to work collaboratively across organisational and sector boundaries, while demonstrating both sound judgement and independence of mind.
- High intellectual capacity with strong analytical abilities, able to assimilate and analyse information quickly, identifying issues and priorities.
- Efficient and especially with an eye for detail and implementation. The senior team is strong on vision and needs detail and implementation.
- Evidence of successfully operating at senior management level in a fast moving and complex multiple stakeholder environment.
- Proven experience of using strong, inspirational leadership to improve the performance of an organisation of at least similar size and complexity, with a strong record of achievement in management change.
- Commitment to the Archbishop of York's ministry.
- Experience of working under pressure, both independently and collaboratively.
- Proven administrative ability. Well organised, methodical and excellent in assessing priorities. Able to work quickly and efficiently under pressure, prioritising multiple tasks and meeting deadlines.
- Excellent working knowledge of the Church of England, its internal structures and systems and of the Anglican Communion.
- Grasp of contemporary political, ecclesiastical and ethical issues, national and international and the ability to spot the implications for the Archbishop's ministry.
- Ability to maintain a high degree of confidentiality

Personal Attributes

- Leading by example, demonstrating enthusiastic commitment to the ministry and priorities of the Archbishop and the Church of England, and an understanding that the purpose of working for the Archbishop in this role is to serve the Kingdom of God.
- Possessing a high level of personal credibility and a natural authority, a person who engages and commands the confidence and respect of others quickly.
- A natural alliance builder with a flexible approach to working with other groups and organisations and to sharing resources and information.
- Strong personal commitment to equalities and diversity in employment and service delivery, with a caring and respectful attitude to staff.
- A strong visionary and strategic operator, who can balance the strategic with the detailed when necessary.

- A positive team member who contributes, supports and leads as the situation requires, in order to maximise the effectiveness of the team's work.
- At home in the digital world and sufficiently used to working effectively and securely with cloud based information sharing.

Desirable

Knowledge/Experience/Skills:

- Evidence of building high-value relationships with a range of external partners to achieve organisational objectives.
- Evidence of effective organisational development; track record of harnessing the strengths and potential of staff at all levels of the organisation; maintaining and motivating a senior team.
- Experience of drafting policy briefs, business plans, and occasional material for speeches.
- Experience of researching and drafting papers, particularly but not exclusively in relation to theological material.
- Previous experience of coordinating the work of senior staff colleagues.

Personal Attributes:

- Able to lead peers without necessarily having line management responsibility for them.
- Possessing excellent problem-solving skills and the ability to relate effectively to complex situations and organisations; able to think laterally and creatively.
- Strong political acumen and comfortable working with uncertainty and ambiguity.

Circumstances:

- Willingness and availability to work outside normal office hours including weekends, on occasion.
- This role may require some national and international travel, occasionally to higher risk locations. All travel for the Archbishop and his team, is undertaken on the most cost-effective basis possible.
- We would welcome applicants from any Christian background and/or a variety of Christian life experiences, including those of long-standing, or a more recent commitment to their faith. This post carries an occupational requirement to be a practicing Christian (in accordance with the Equality Act 2010).
- This role is subject to an Enhanced with Barring DBS check.

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

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|---|---|
| Excellence:
we take pride
in doing a
good job | <ul style="list-style-type: none">• Understand the needs and expectations of those we serve and support• Take personal responsibility for solving problems and learn from what we do• Support what works but be open to and welcome change where it's needed• Work with others to get the best result for those we serve and support |
| Respect:
we treat
everyone with
dignity | <ul style="list-style-type: none">• Value people for who they are and embrace our differences• Listen and learn from each other, regardless of who or what we are• Set clear, realistic and fair expectations• Recognise achievement and support each other |
| Integrity: we
are
trustworthy | <ul style="list-style-type: none">• Do what we have said we will do• Take accountability for what we do• Be open and straightforward with ourselves and others• Celebrate behaviours that support our values and challenge those that don't. |

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve

- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

As a member of the Armed Forces Covenant, we welcome applications from those of you who have served in our Armed Forces and their families.

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

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

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

TERMS OF EMPLOYMENT:

Starting Salary: Competitive salary in the region of £90k per annum

Pension Contributions: Non-clergy staff will be admitted to the Church Administrators Pension Fund (CAPF, DC Section) 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 CAPF scheme.

There is no contracting – out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The NCIs have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Duty:

Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Holders of senior positions are expected to adopt a flexible approach to hours worked to fulfil the duties of the post.

Annual Leave:

30 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer. The leave year runs from 1st January to 31st December.

Season Ticket Loan:

Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract:

The post is offered on a permanent contract, subject to a six-month probationary period.

This role is subject to an Enhanced with Barring DBS check.