



Secretary to the Diocesan Mission & Pastoral Committee

Part-time 15 hours per week (2 days)

Diocese of Newcastle



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www.newcastle.anglican.org

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Welcome



Welcome to the Diocese of Newcastle and to this information pack about the position of Secretary to the Diocesan Mission and Pastoral Committee (DMPC).

Thank you for taking a look. I very much hope and pray that what you find here will help your discernment about where God might be calling you in this season.

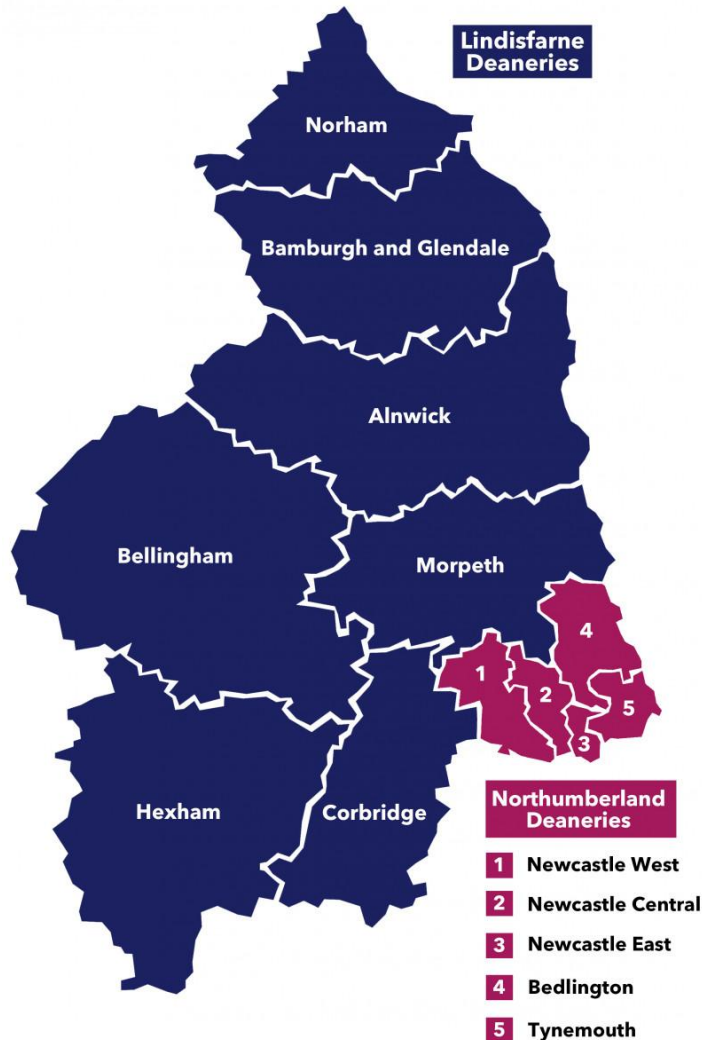
This is indeed an exciting time in our diocese, with hope for renewed energy and vision as we engage with God's mission. With our outward-facing values of **seeking**, **sharing**, and **sending** we are seeking to enable more and different people to experience life to the full. This is a beautiful part of England, founded on the rich spiritual heritage of the Northern saints. All of life is here, from upland rural to inner city, from coastal beaches to National Park trails.

The Secretary to the DMPC is a key role in helping us to have the right structures in place to engage with God's mission across all of the communities we serve. The role requires good judgement, administrative and presentational skills, and an ability to work collaboratively and build effective and trusting relationships locally, regionally and nationally. The duties of the role include active planning and problem solving, case management and providing clear advice and guidance on both technical and legal issues. The Secretary supports the work of a committee which oversees the Church's formal processes for structural changes which can arise from societal and demographic changes as well as changes to the available resources supporting our mission and ministry.

Thank you again for your interest, and prayers and best wishes as you consider an application.

The Rt Revd Dr Helen-Ann Hartley, Bishop of Newcastle

Introduction to the Diocese of Newcastle



The Diocese of Newcastle is the Church of England’s most northerly diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With **168** parishes across **2,110** square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. The **12** deaneries within **2** archdeaconries (Lindisfarne and Northumberland) serve a population of **831,600** people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas.

A current cohort of **107** stipendiary, **26** self-supporting clergy and **43** Readers under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe are resourced by a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. A small administration team is based at Church House, North Shields. This is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Location

This post will be located at: Church House, St John’s Terrace, North Shields NE29 6HS. Due to the nature of the post, there is a requirement to occasionally work at other locations throughout the Diocese, with some evening and weekend work required over the year.

Key responsibilities

The Diocesan Mission and Pastoral Committee (DMPC) is a committee of clergy and lay people. It has a strategic role in developing changing patterns of ministry and overseeing organisational change to support the work of the Church of England as it seeks to further God's mission serving the people and communities across the Diocese of Newcastle.

The Secretary to the DMPC supports all aspects of the Committee's work including active planning and problem solving, case management, understanding and providing clear advice and guidance on both technical and legal issues. It requires good judgement, administrative and presentational skills, both oral and written.

The Secretary to the DMPC will:

- prepare the agenda and papers for the DMPC in association with the Committee Chair, Archdeacons and Diocesan Secretary; prepare the minutes of meetings; attend to actions arising from meetings and manage conflicts of interest when/if they arise.
- draw up proposals for pastoral reorganisation in the light of requests for change and respond to such requests with guidance from the Bishop, Archdeacons, Registrar, the DMPC and the Diocesan Secretary.
- follow the formal consultation procedures laid down in the Mission and Pastoral Measure 2011 (and its successor) and to work with National Church Colleagues to draft and publish Pastoral Schemes and Orders in line with the Mission & Pastoral Measure Code of Practice.
- provide general advice to deaneries on matters of pastoral reorganisation and to advise parochial clergy, Parochial Church Councils and others in connection with pastoral reorganisation, including taking part in consultations and delivering workshops as required.
- service meetings of any sub-committees/groups including the preparation of the agenda and papers, minutes and action points.
- manage records of pastoral reorganisation ensuring records are updated appropriately and progress kept on track.
- maintain, manage and review records of suspended benefices and ensure the relevant formal procedures are followed in relation to new suspensions and renewals.
- manage patronage information in the diocesan database (CMS) and update CMS to reflect pastoral reorganisations.
- collaborate closely with colleagues and other committees, including the Diocesan Advisory Committee (DAC); the Houses and Glebe Committee; the Mission and Ministry Team; and the Finance Team.
- keep abreast of changes in relevant legislation to support a programme of change and development.

Person Specification

Essential Criteria Qualification & Training	<ul style="list-style-type: none">• Be able to demonstrate qualifications and/or training and/or experience relevant to the role.
Skills and Aptitudes	<ul style="list-style-type: none">• To be a motivated self-starter, able to take initiative within the scope of the post and to manage required timescales.• Experience of planning agendas, minute taking and report writing.• Proven experience in managing casework with an ability to think clearly about procedures, solve problems, provide clear definitive advice and deliver desired outcomes.• 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.• 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 a proven ability to summarise complex information;• Positive outlook to change and new ideas, with an ability to see possibilities and be creative within a legal framework.
Personal Qualities	<ul style="list-style-type: none">• Interest and commitment to the missional development of deaneries and parishes.• Able to quickly build relationships with a variety of people and at all levels, including Committee Members, colleagues, clergy, visitors and other key stakeholders.• Able to demonstrate emotional maturity and deal with potentially challenging situations.• To be a good communicator, both face to face and in writing.• Able to work collaboratively and creatively with colleagues and apply learning imaginatively.• Empathy with the mission of the Church of England and the ability to demonstrate behaviours consistent with our values of seeking, sharing, and sending as we seek to enable more and different people to experience life to the full.

Terms of employment

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 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.

Standards of Behaviour and Conduct

Employees 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 Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

Terms of employment

Salary	<p>The salary during the probationary period is £15,369 per annum (full-time equivalent is £38,423 per annum).</p> <p>The salary after the probationary period is £16,178 per annum (full-time equivalent is £40,445 per annum).</p>
Pension Contributions	<p>Employees will be automatically enrolled into the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The Newcastle Diocesan Board of Finance contributes 10% of pensionable salary as an employer contribution to the Scheme (9.5% contribution and 0.5% life cover).</p> <p>This is a non-contributory Scheme and staff may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.</p> <p>There is an option for a member of the clergy to continue membership of the Clergy Pension Scheme by paying the difference in pension costs between the two schemes.</p>
Hours of Duty	<p>The post is offered as a 0.40 full-time equivalent post (15 hours per week). Hours to be mutually agreed.</p> <p>The post may require availability and attendance at evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.</p>
Annual Leave	<p>The leave year runs from 1st January to 31st December. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays, plus an additional 4 days holiday approved by the Board. Part-time staff receive a pro rata allocation of leave which includes a pro rata of the public holidays and additional holidays approved by the Board.</p>
Contract	<p>The employer is the Newcastle Diocesan Board of Finance.</p> <p>The post is subject to a six-month probationary period.</p>
Location	<p>This post is located at Church House, St John’s Terrace, North Shields NE29 6HS. Much of the role is office based but aspects of the role will include site visits and meetings at locations across the Diocese of Newcastle.</p> <p>Church House is located close to Percy Main Metro Station and other public transport options. There is parking available on site and access to Electric Vehicle charging.</p>

Terms of employment

Accountability and key relationships	<p>The Secretary to the DMPC is accountable to the Diocesan Secretary.</p> <p>Key relationships include: the Bishops, the Archdeacons of Lindisfarne and Northumberland, the Diocesan Registry, the Diocesan Secretary, the Chair of the Diocesan Mission and Pastoral Committee (DMPC) and DMPC Committee members.</p> <p>The Secretary to the DMPC works and collaborates with colleagues based at Church House including the Mission and Ministry Team; the Diocesan Advisory Committee (DAC); the Houses and Glebe Committee and Finance Team. The Secretary to the DMPC also collaborates with colleagues from the National Church Institutions who are based at Church House, Westminster and the Diocesan Offices in Leeds.</p> <p>There are no direct reports to the DMPC Secretary.</p>
How to apply	<p>To arrange an informal conversation about the role please contact Chris Elder email: diosec@newcastle.anglican.org</p> <p>Applications are to be made through Pathways: https://www.cofepathways.org/members/modules/job/detail.php?record=10187</p> <p>The closing date for the receipt of applications is Monday 25th May 2026.</p> <p>Interviews will be held in-person on Tuesday 16th June 2026.</p>