

THE CHURCH
OF ENGLAND
DIOCESE OF
WORCESTER



Kingdom People
love • compassion • justice • freedom

Diocese of Worcester

**Diocesan Secretary
Application pack**

Welcome to the Diocese

We are passionate about enabling spiritual, missional and numerical growth in churches across the Diocese and bringing more people to a living faith with Jesus.

In 2013 the Diocesan Synod adopted an imaginative Kingdom People Vision, developed following widespread consultation across the Diocese. This is a vision for a Church which enables its people to be:

- ~ Deeply rooted in prayer and study of the scriptures
- ~ Renewed and transformed by regular worship
- ~ Equipped to witness to the gospel of love, compassion, justice and freedom
- ~ Dedicated to helping children, young people and young adults to belong and be nurtured in faith
- ~ Devoted to growing deeply in discipleship, offering our time and talents and money to God
- ~ Resourced and released to minister to others
- ~ Ready to engage with and serve our community
- ~ Committed to making our buildings fit for purpose as a spiritual and community resource.

Kingdom People aims to be a gift to the parishes, not an additional burden. It provides a framework in which churches can flourish and grow.

In 2015, four strategic priorities were agreed: children and young people; deepening discipleship, strengthening stewardship; and creating mission-focused buildings. We have been working in partnership with the Church Commissioners who are investing in a number of our projects.

There is much to do to turn around the trend of falling church membership, but this is not about institutional survival. Rather it is to do with the renewal of our witness to, and sharing of, the Good News of Jesus Christ. It is about living our Kingdom People values of love, compassion, justice and freedom.



Calling Young Disciples

In line with our first strategic priority of children and young people, our £1.8 million 'Calling Young Disciples' project was launched in 2016 and is well under way.

Resourcing Churches

We are developing two resourcing churches in Worcester and Dudley. This will be a significant step change in our missional capacity in these two areas.

Buildings for Mission

Using 'Lowest Income Communities' funding we have been able to add to our Buildings team with an officer specifically to help communities in our poorest areas develop their buildings.

Stewardship

This area has been given renewed impetus with the appointment of a Stewardship Officer and our allocation of parish share through the 'Fairer Share' approach.

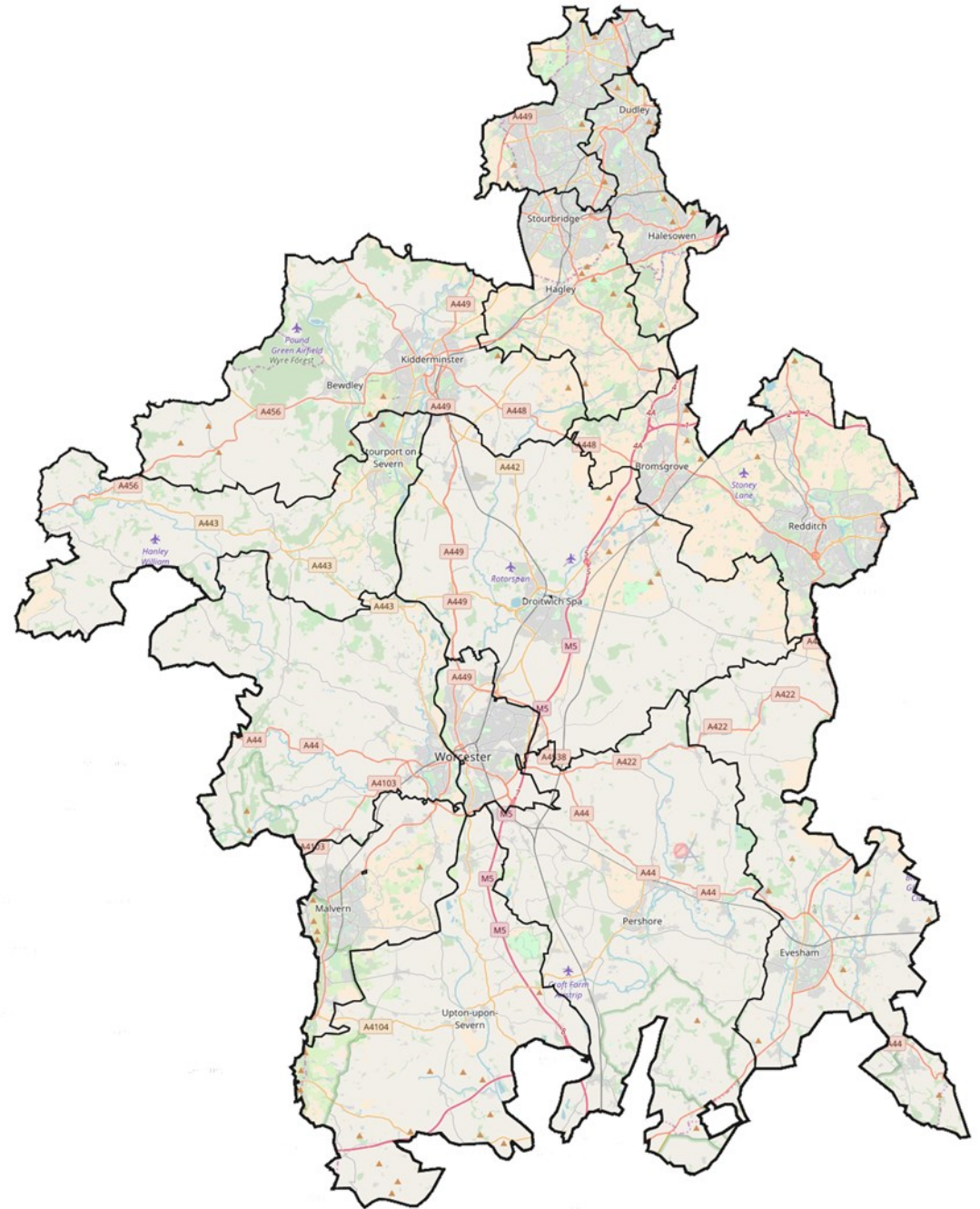
Strategic Programme Manager

At the start of the year, a Strategic Programme Manager was appointed to increase significantly our capacity to deliver this programme of projects and work streams.



Welcome to the Diocese

- ~ In 2018, the Diocesan Board of Finance has a budget of over £9 million and assets of over £60 million.
- ~ In the Diocese there are 14,000 church members, 280 church buildings and 100 church schools.
- ~ In 2016 over 2,000 people were baptised in our churches and 800 married.
- ~ The Diocese has partnership links with the Dioceses of Peru, Morogoro in Tanzania and the Protestant Church of Central Germany.



Role and Responsibilities

The role of the Diocesan Secretary is to ensure that the mission, the financial sustainability and the strategy of the Diocese, as determined by the Bishop with his staff, Bishop's Council and Diocesan Synod, are served by exemplary financial management, excellent administration and people management and effective governance.



The major part of the Worcester Diocesan Board of Finance's (WDBF) responsibilities results from legislation with regard to funding the costs of the maintenance of clergy in the Diocese of Worcester including stipends, pension contributions, maintaining clergy houses and paying council tax and water rates. The WDBF also supports clergy and lay people with training for Christian mission and ministry including children's and youth work. The WDBF's main sources of income are contributions Parochial Church Councils (Parish Share) and investment income. The Board is responsible for the custody and management of the Diocesan Synod's financial affairs as well as those of the Diocesan Board of Education which works with church schools and academies.

Reports to:

The Diocesan Bishop and the Chair of the Diocesan Board of Finance regarding responsibilities as Secretary (CEO) to the WDBF.

Principal Tasks

- ~ To be the CEO of the WDBF, Senior Executive Officer for the Bishop and Chief Administrative Officer of the Diocese.
- ~ To support the mission and ministry of the Church by being pro-active in the formulation, development and execution of the agreed diocesan vision and strategy.
- ~ To be a key policy adviser to the Bishop and Chair of the WDBF, especially in relation to finance and strategy.
- ~ Within the parameters set by the Diocesan Synod, to be responsible for the strategic management of diocesan budgets and assets in order to optimise the utilisation of resources in support of diocesan mission.
- ~ To be Secretary to the Diocesan Synod, Bishop's Council and the Diocesan Mission, Pastoral & Resources Committee
- ~ To build and maintain excellent relationships with the bishops, diocesan officers, clergy and parishes of the Diocese.
- ~ To be responsible, directly or indirectly, for staff employed by the WDBF leading its key management personnel of Assistant Diocesan Secretary (Finance), Diocesan Director of Education (who reports to the Chair of the Diocesan Board of Education) and Director of Ministry and Discipleship (who reports to the Bishop) and the Line Managers' Meeting.
- ~ To work with the Bishop of Dudley, the Diocesan Safeguarding Adviser, the Independent Safeguarding Chair and others to support the implementation of the Diocesan Safeguarding Policy and promote best practice in safeguarding in line with the 2017 House of Bishops' policy: *Promoting a Safer Church*.

Role and Responsibilities...cont.

Other Responsibilities

- ~ To see administration as a means of pastoral care, ministry and mission.
- ~ To exercise and promote good stewardship of all diocesan resources, focusing those resources on the delivery of agreed strategy-led objectives.
- ~ To ensure excellent communication across the Diocese, including the communication of policies across all areas of diocesan activity.
- ~ To have overall responsibility for Human Resource Management and to ensure the application of Clergy Terms of Service Legislation and Safer Recruitment.
- ~ To review, monitor and implement DBF Health & Safety policies.
- ~ To ensure that an efficient secretariat service is provided to all boards and committees of the Diocese.
- ~ To work closely with the Bishops and Archdeacons to ensure the effective deployment and support of clergy.
- ~ To monitor diocesan projects and be part of working groups as required to develop and implement diocesan initiatives.
- ~ To work with the Diocesan Registrar to ensure legal compliance and best practice.
- ~ To exercise overall strategic responsibility for the share of the diocesan budget contributed by parishes through the parish share scheme.
- ~ To ensure compliance of the DBF with all Data Protection statutory requirements.
- ~ To pursue collaboration with other Dioceses (particularly within the West Midlands region) and organisations to develop creative and cost effective ways of working.
- ~ To engage in the Diocesan Secretaries' networks and conference, regionally and nationally.
- ~ To relate to other agencies in the Diocese including Local Authorities and major charitable trusts.
- ~ To maintain an awareness of the Church of England's national policy and directives.
- ~ To be the Company Secretary of the WDBF which is a company limited by guarantee and a registered charity.
- ~ The administration of diocesan and parochial trusts, including being (with the Diocesan Registrar) joint secretary to the Diocesan Trustees.
- ~ To be Designated Officer with regard to parochial appointments under the Patronage (Benefices) Measure and Mission & Pastoral Measure.
- ~ To deal with synodical elections, including being the Diocesan Electoral Registration Officer and the Presiding Officer for elections to the General Synod, and support for deanery and PCC officers in their running of elections.
- ~ To provide other support for clergy and PCC Officers (with the Archdeacons and also support the Archdeacons with advice).



Key Relationships

The Diocesan Secretary is line managed by the Diocesan Bishop, and is accountable to the Bishop in partnership with the Chair of the Diocesan Board of Finance regarding responsibilities as Secretary (CEO) to the WDBF.

The Bishop of Worcester – Dr John Inge



Chair of the Diocesan Board of Finance - Alastair Findlay



The Diocesan Secretary is a member of the Bishop's Staff team:



**The Bishop of
Dudley
Graham Usher**



**The Dean of
Worcester
Peter Atkinson**



**The Archdeacons of
Worcester & Dudley
Robert Jones, Nikki Groarke**



**Director of Ministry
& Discipleship
Jonathan Kimber**



**Director of
Education
Margaret James**



**Communications
Officer
Sam Setchell**



**Bishop's
Chaplain
Stuart Currie**

On legal and governance issues, the Diocesan Secretary works with:



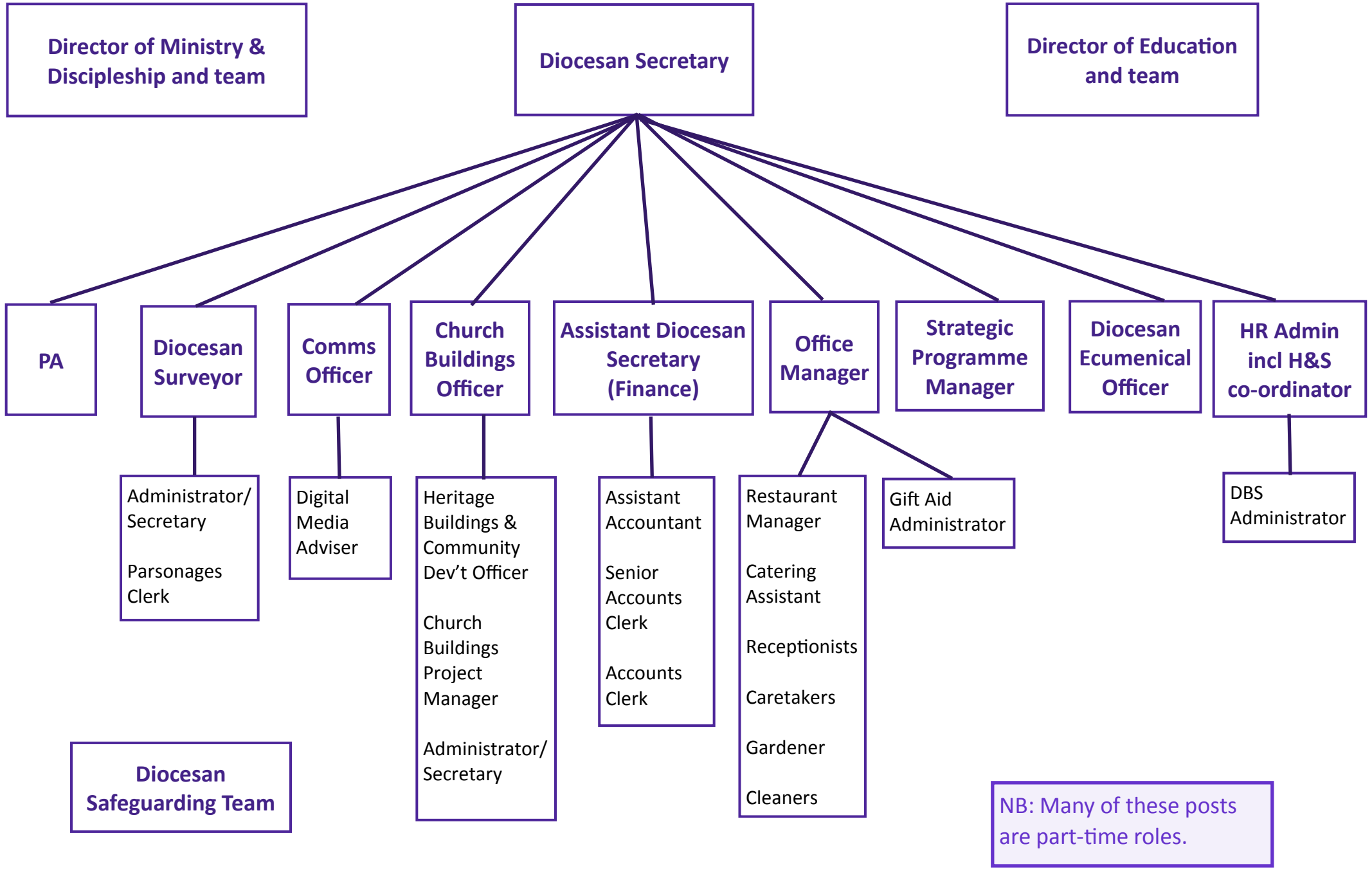
**Diocesan Registrar
Stuart Ness**



**Chairs of the Houses of
Clergy & Laity
Wyn Beynon, Andrew Quinn**

Relationships outside the Diocese include: senior staff of the National Church Institutions, Diocesan Secretary colleagues; Local Authorities (especially over Planning); Historic England.

Direct reports and other key relationships



Person Specification

This post is subject to an occupational requirement under Part 1 of Schedule 9 to the Equality Act 2010 due to the representational aspects of the role within the Diocese of Worcester that the post-holder be a committed Christian, lay or ordained, and an active communicant member in good standing within the Church of England or of a Church which is in Communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland, Churches Together in England or the Evangelical Alliance.

	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> ~ Degree or equivalent professional qualification ~ Proven track record at executive or senior management level ~ Experience of managing budgets and assets ~ Experience of HR management at a senior level 	<ul style="list-style-type: none"> ~ Appropriate business qualification at post graduate level ~ Experience of being a company secretary ~ Understanding of the governance and management of large charities, including their finances ~ Familiarity with the Church of England
Skills & abilities	<ul style="list-style-type: none"> ~ Able to lead teams both strategically and operationally, taking full day to day responsibility ~ Able to demonstrate vision in the workplace ~ Able to comprehend, communicate and respond to complex financial and legal information and issues ~ Willing to take initiatives and respond creatively and imaginatively to new opportunities ~ Excellent interpersonal skills ~ Able to form and maintain strong relationships at all levels, both internally and in partnership ~ Ability to take responsibility in a collaborative manner ~ Excellent communication skills, both written and oral ~ Able to delegate effectively and encourage decision making at the appropriate level 	

Person Specification...cont.

	Essential	Desirable
Work-related personal qualities	<ul style="list-style-type: none">~ A person of spiritual maturity and resilience who will encourage spiritual, missional and numerical growth in the Church~ Committed and able to deliver work within our Kingdom People values: love, compassion, justice and freedom~ Professional, calm and approachable~ Able to work flexibly including some evenings and weekends~ Be able to travel widely and flexibly in both the rural and the urban parts of the diocese as to meetings and conferences elsewhere. A current driving licence is essential unless suitable alternative arrangements can be made	<ul style="list-style-type: none">~ Experience in developing agile systems for decision making.

DBS Check: This post is subject to satisfactory outcome of a basic criminal record disclosure



Other information

Terms of post

This full-time appointment of 35 hours per week with a salary and benefits package of up to £75,000.

The post will be primarily based at The Diocesan Office in The Old Palace, Deansway, Worcester but such place of work may be altered / varied upon reasonable notice by the Board.

There will be an initial probationary period of six months. The appointment may be terminated by three months' notice on either side, during the probationary period this is reduced to one month's notice on either side.

Expenses of office will be reimbursed in accordance with diocesan rates. There is a car loan scheme available.

This position is subject to a DBS basic disclosure.

If a house move is necessary, reasonable agreed costs of the removal carrier will be paid by the Board.

The hours will be worked over five days per week within normal office hours of 9am to 5pm Mondays to Thursdays and 9am to 4.30pm on Fridays. Subject to the Working Time Regulations, flexibility in working outside normal office hours, including evenings and at weekends, will be necessary and such additional hours will not be the subject of further remuneration but, where agreed, time off may be taken during normal office hours.

Based on a five day working week, the annual leave entitlement will be 25 days in a full year plus 11 statutory and other public holidays.

Appointment process

Application forms are available to download from the diocesan website (www.cofe-worcester.org.uk/vacancies) and should be returned by noon on Thursday 3 May 2018.

When completing the form, please try to give evidence for the things you say about yourself and your work. Tell us something about your motivation for applying, and explain what you feel you would bring to this post.

The Bishop's Chaplain, the Revd Canon Dr Stuart Currie (bishopschaplain@cofe-worcester.org.uk), is happy to deal with general enquiries about the post.

Applications will be acknowledged by email. Shortlisting will take place on Tuesday 8 May and the interview process for shortlisted candidates will be held on 6 and 7 June 2018. (Those invited for interview will have reasonable costs reimbursed, including an overnight stay if necessary)

Applications should only be on the form provided and be addressed to:

The Bishop's Chaplain
Bishop of Worcester's Office
The Old Palace
Deansway
Worcester WR1 2JE

Application forms can also be submitted via email:
bishopschaplain@cofe-worcester.org.uk



Ethos Statement

The ethos of the Diocese of Worcester is as part of the Church of England within which those who hold licence as ministers are required to affirm their loyalty to the following declaration of inheritance of faith as their inspiration and guidance under God in bringing the grace and truth of Christ to this generation and making him known to those in their care.

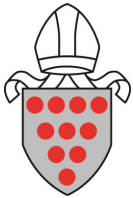
“The Church of England is part of the One, Holy, Catholic and Apostolic Church worshipping the one true God, Father, Son and Holy Spirit. It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation. Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies, the Thirty-nine Articles of Religion, the Book of Common Prayer and the Ordering of Bishops, Priests and Deacons.”



“Thank you for your interest in this exciting role.

The Diocese of Worcester is a wonderful place to live and work, with amazing diversity: deeply rural, market towns, places of urban deprivation, rapidly expanding new housing developments. That variety is in itself energising, but for me what really makes this such a rewarding, satisfying and fun place to be engaged in God’s mission is the people - parishioners, church workers and clergy - exploring and living out what it means to be Kingdom People in today’s world and into the future.”

Bishop John



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The Worcester Diocesan Board of Finance Limited is a company limited by guarantee and registered in England (No. 271752) Registered Office at The Old Palace, Deansway, Worcester, WR1 2JE. The Board is a Registered Charity No. 247778.