



The Diocese of  
Southwark

## Diocese of Southwark

### Lay Leadership Development Adviser

### Vacancy Information Pack

*Closing date: Sunday, 27<sup>th</sup> January 2019*  
*Interview date: Thursday, 14<sup>th</sup> February 2019*





**The Diocese of  
Southwark**

**Diocesan Secretary**

**Ruth Martin**

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January 2019

Dear Candidate

I am delighted that you have expressed interest in the role of Lay Leadership Development Adviser. I hope that you will find the information provided in the pack helpful.

The Diocese of Southwark is at an exciting point in its journey as it develops the roles of Lay Leaders as part of our effective mission in today's context and among the communities we serve.

Lay Leadership is an important part of our recently launched our Southwark Vision 2017 - 2025, which builds on our strategic plans, and has set out our vision and goals for the future in which we will see:

- Growing churches, new worshipping communities and new Christians
- Deepening discipleship: engaged, prayerful and informed Christians
- Growth in vocations to existing and new ministries
- Generous giving and prayer supporting all we do
- Justice and peace built up, and violence challenged, in our local and global community
- A shared commitment to the common good and the integrity of creation
- A church for all which reflects our diverse community in membership and leadership

Lay Leadership will be a key feature of our journey towards to achieving our vision as we work in collaboration with the national initiatives of *Setting God's People Free* and *Service Together*

This post offers the right person a unique and interesting opportunity to make a difference to the development of Lay Leadership in the Diocese of Southwark. If you feel called to be part of our journey have the necessary enthusiasm, skills and experience then we would be delighted to hear from you.

Yours sincerely

Ruth Martin (Lay Canon)  
Diocesan Secretary



# How to Apply

## Lay Leadership Development Adviser

To apply for this role, please visit the Church of England Pathways website on <http://pathways.churchofengland.org/> and search for the vacancy name. The post reference is cofe/TP/2997/1265.

The closing date for this position is Sunday, 27<sup>th</sup> January 2019. Interviews for shortlisted candidates will take place on Thursday, 14<sup>th</sup> February 2019.

Should you wish to ask any questions or would like to arrange an informal discussion about the role, please contact:

Jackie Pontin, Director of Strategic and Operational Projects  
on 020 7939 9461

[jackie.pontin@southwark.anglican.org](mailto:jackie.pontin@southwark.anglican.org).



## Diocesan Vision

To Serve our Communities, Share our Faith, with great joy and gladness  
Be the Church; a people with hearts on fire, loving God, walking with Jesus and led  
by the Spirit

### Lay Leadership Development Adviser

**Job Description:** Lay Leadership Development Adviser. A three year fixed-term post.

**Reporting To:** Director of Strategic & Operational Projects

**With accountability also to:** The Co-Chairs of the Lay Leadership & Lay Ministry Implementation Group (who are the Diocesan Secretary and the Archdeacon of Southwark).

**Job Purpose:** The key purpose of this role is to play a critical part in implementing the work of the Lay Leadership & Lay Ministry Advisory Group (which reported in 2018) taking into account Southwark Vision and being mindful of other developments including national developments, notably *Setting God's People Free* for which the Diocese of Southwark is a pilot diocese.

The building up of relationships with all traditions, clergy and laity, and developing partnerships with other organisations will be an essential part of implementing and embedding the recommendations of the Advisory Group.

#### Main tasks

1. Under the guidance of Lay Leadership & Lay Ministry Implementation Group, to play a critical role in implementing and embedding the recommendations on Lay Leadership contained in the report of the Lay Leadership & Lay Ministry Advisory Group as commended by the Diocesan Synod in July 2018.
2. To develop the priorities for the implementation of the above recommendations in respect of lay leadership.
3. Liaising with others, as delegated by Bishop Christopher, on aspects of the recommendations from this report which concern Lay Ministry.
4. Work with a wide range of Diocesan colleagues, in particular the co-chairs of the Implementation Group, Archdeacons, Deanery Lay Chairs, Area Deans and Heads of Departments.
5. Supporting the Diocesan work on expanding lay ministry, such as lay Pioneer ministry.

6. To encourage the dissemination and embedding of good practice by:
  - a. identifying and communicating examples of good practice related to Lay Leadership, ensuring these become embedded in the life of the Diocese
  - b. connecting with appropriate regional and national networks in order to encourage participation from Parishes and Deaneries in sharing evidence of effective Lay Leadership more widely
  - c. working with the Diocesan Press and Communications Team to:
    - i. support the culture change towards lay enablement in Southwark Diocese for example by sharing the good news stories in a lively and constructive way;
    - ii. develop ways we can continue to communicate with and survey Lay Leaders and Lay Ministers across the diocese.
  - d. developing partnerships with other organisations to affirm lay roles in the “sent church”. For example, Street Pastors, Citizens UK
  - e. reviewing work undertaken locally and nationally, and keeping abreast of national developments to ensure that advice to the Implementation Group, Bishop Christopher and the Bishop’s Senior Staff Team is timely and current
  - f. contribute to the development of new ways of enabling and equipping lay volunteers in the Diocese to undertake leadership roles.
7. To be the Secretary to the Lay leadership & Lay Ministry Implementation Group and contribute to the work of the proposed Lay Council in liaison with the Co-Chairs of the Implementation Group.
8. To carry out other work relevant to the Job Purpose, including the following:
  - a. contributing a Lay Leadership perspective to the implementation of Southwark Vision
  - b. working with specific departments on initiatives for Lay Leaders as they develop.

### **Key relationships**

- The Diocesan Secretary (also Co-Chair of the Implementation Group)
- The Archdeacon of Southwark (in her role as Co-Chair of the Implementation Group)
- Colleagues in the departments of Discipleship & Ministry, Vocations, Mission & Evangelism and Justice, Peace and Integrity of Creation (JPIC)
- Bishop’s Senior Staff team, which includes the Area Bishops.
- The Diocesan Press and Communications Team
- Archdeacons, Area Deans and Deanery Lay Chairs

## **Person Specification**

### **Required**

- A passion for the developing lay leadership in the life of the Church
- Ability to articulate lay leadership clearly and in a way which is complementary with clergy leadership
- Excellent interpersonal skills, including effective listening and demonstrating respect for different opinions.
- Open and flexible to different ways of achieving outcomes
- Evidence of collaborative team working and good networking skills
- Experience of working with or managing volunteers
- Excellent presentation skills including written and oral skills
- Project management skills
- Ability to manage own work and time, prioritising where necessary
- Able to be flexible in working hours, for weekend and evening work when required.
- A committed, practicing Christian with experience of parish life.

### **Desirable**

- A good knowledge of the structure and different traditions within the Church of England.

## **DIOCESE OF SOUTHWARK**

### **Lay Leadership Development Adviser (Full time, fixed term post for three years)**

#### **Outline terms and conditions**

##### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

##### **Length of Contract**

The contract will be for a fixed term of three years in the first instance.

##### **Normal Place of Work**

Your normal place of work will be Trinity House. You will also be expected to work at other places within the Diocese, including regular attendance at meetings and to work collaboratively with colleagues at Trinity House.

##### **Salary**

The salary range for the post is up to £40,000 per annum, including London Weighting

##### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

##### **Hours of work**

These will be based on 35 hours per week. The normal working hours will be Monday to Friday, but there it will require flexibility for evening and weekend working, for which time off in lieu will be granted.

##### **Holiday Entitlement**

You will receive 26 days annual leave rising to 31 days after 2 years and successful completion of an appraisal year. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **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**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month 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.



## Background Information to the Diocese of Southwark

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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 primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

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

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.



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 priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- To grow our financial resource base to allow investment in growth for the future;
- To grow our average weekly attendance;
- To increase the number of worshipping communities;
- To increase lay and clergy vocations; and
- To ensure that our leadership is more representative of the cultural communities which we serve.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2016 ministers carried out 3320 funerals, 970 weddings and 3810 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelter and food banks.

In 2016 the Diocese was successful in achieving a major grant from the Church Commissioners to enable and support the Church's outreach in new development areas, through our "From Battersea to the Barrier" initiative, in particular the new Nine Elms development, including the new American Embassy.

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 professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Organisational charts are included within this information pack. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT).

The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Governance Committee (AGC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the AGC in its ongoing appraisal of risk, including investment risks.

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 Strategic objectives. These have been known under the banner of 'Lead, Enable, Serve', these are summarised in the table that follows.



## THE DIOCESE OF SOUTHWARK

**SOUTHWARK VISION 2017 -2025**  
**HEARTS ON FIRE with a Vision for Growth;**  
**Walking, Welcoming, Growing.**

### **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 practise.
- 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.

