



The Diocese of  
**Southwark**

## Job information pack

# Encouraging Vocations Research Officer

An important role that will help the diocese better reflect the communities in which they serve and the gifts of the whole people of God



**Christ  
Centred**  

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**Outward  
Focused**

Closing Date: 24 November 2024

Interview Date: 3 December 2024



The Diocese of  
**Southwark**

### **Diocesan Staff Purpose**

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

## Diocese of Southwark Job Description

- Job Title:** Encouraging Vocations Research Officer
- Reporting to:** The Director of Clergy Formation and Vocations (DDO)
- Location:** Trinity House, Borough High Street, London
- Key Relationships:** The Dean for Cultural Diversity  
The Director of Lay Ministry & Discipleship  
The Assistant DDO  
Members of The DIP Steering/implementation group  
Head of Implementation of Strategic Programmes and their team.

### **Background**

This is an exciting opportunity for an individual with demonstrable research and development experience to play a key role supporting the delivery of our Diocesan strategy, Southwark Vision 2024-2035, Christ Centred Outward Focused. As a result of a successful application for funding from the National Church, the Diocese of Southwark has launched the Southwark Diocesan Investment Programme (DIP) - a multifaceted, integrated and transformational programme designed to help resource and implement Southwark Vision and further mission, ministry and growth across the Diocese.

We are very aware that the demographics of our licensed lay and ordained leadership in the Diocese does not reflect the cultural diversity of our communities. There are several large under-represented groups, including among United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) communities. We want to know when and why people leave our Vocations Processes. We want to be able to amend our processes as needed (and as possible) to remove obstacles so that all people testing their vocation feel that the process is supportive and affirming and that the recommendation whether or not to proceed to training and subsequent ministry (lay or ordained) is understood to be fair and 'right' for that time. We want to make sure that our processes do not disadvantage any group.

### **Job Purpose / Summary**

Working with the Director of Clergy Formation and Vocations (DDO);

- design and plan the research project
- Identify the research subjects, interview, and transcribe with appropriate coding
- Create a final report and present it as necessary.

## Key Responsibilities

1. Present findings which can inform the Diocese on the effectiveness of the Vocational Processes
2. Identify aspects of the processes that can act unintentionally as obstacles to people.
  - a. Identify ways that can either remove the obstacle or suggest ways for people to navigate round them
3. Pay attention to, and appropriately record, the (often negative) emotional responses to not proceeding with the processes.
4. Identify any particular moments or steps (or tone or language) in the processes that appear to particularly disadvantage those people from under-represented groups.
5. Gather, analyse, interpret, and report on the findings in such a way that confidentiality is maintained and that we have a usable report which:
  - a. can inform Diocesan practice,
  - b. enable informed decisions about future shape of selection and discernment in collaboration with the Lay Ministry and Discipleship team
  - c. assist in better training for Vocations Team members
  - d. better equip, prepare, and support those engaging with the Processes
  - e. inform the National Discernment Team to help the National Church adjust the Shared Discernment Process.

## Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

## Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

## Safeguarding

To be familiar with and observe Diocesan safeguarding policies and to undertake relevant safeguarding training.

## Environmental Policy / Commitment

Southwark Diocese is committed to caring for God's Creation in every way. In working to become an Eco Diocese, we continue to deepen our commitment to the fifth Mark of Mission, and to live our faith in everyday choices and actions. All staff are expected to follow the Diocesan Environmental policy.

## Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese,

or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

### **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

## Person Specification

Essential	Desirable
<b>Experience and qualifications</b>	
A minimum of a first degree in a social science or related field	Understanding of practical theology and /or social sciences
<b>Skills/Aptitudes</b>	
Proven evidence of quantitative and analytical skills	
Proven ability to conduct and present ethical qualitative research	
Ability to interview with sensitivity and deal with emotional responses	
Be sympathetic to the Christian faith and the values and ethos of the Diocese expressed through Southwark Vision	
Be familiar with the key structures and processes of the Church of England especially in the Discernment Processes for Licensed lay and Ordained ministry	
Ability to work within and maintain confidentiality structures	
Be able to be respected and trusted by those from under-represented groups who may be reluctant to share their (negative) experiences	
A good team member interested in relating to and working with others as we learn from the project	



The Diocese of  
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## TERMS AND CONDITIONS

### Encouraging Vocations Research Officer

#### 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.

##### Normal Place of Work

Your normal place of work will be Trinity House, although you may be required to have meetings offsite around the Diocese. There is some provision for working from home with prior agreement from your Head of Department.

##### Length of Contract

The post is funded for a fixed term of two years and three months.

##### Salary

The post has a salary of up to £25,200 pro rata (£42,000 FTE).

##### Probation

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

##### Hours of work

21 hours per week, over 3 days.

There is flexibility on the working pattern of this role, with the hours and days of the week to be agreed with your line manager. Flexibility will be required for occasional evening or out of hours meetings in order to fit in with the needs of the role. Time off in lieu, with prior approval of your line manager, will be granted.

##### Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. Pro rata for part-time hours. The leave year runs from 1st January to 31st 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.

### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

### **Pension**

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

### **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

### **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

### **Termination of Employment**

During the six-month probationary period one 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.

## Background Information to the Diocese of Southwark

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 fifteen Local Planning Authorities (in part or wholly).

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 Diocese of Southwark serves...

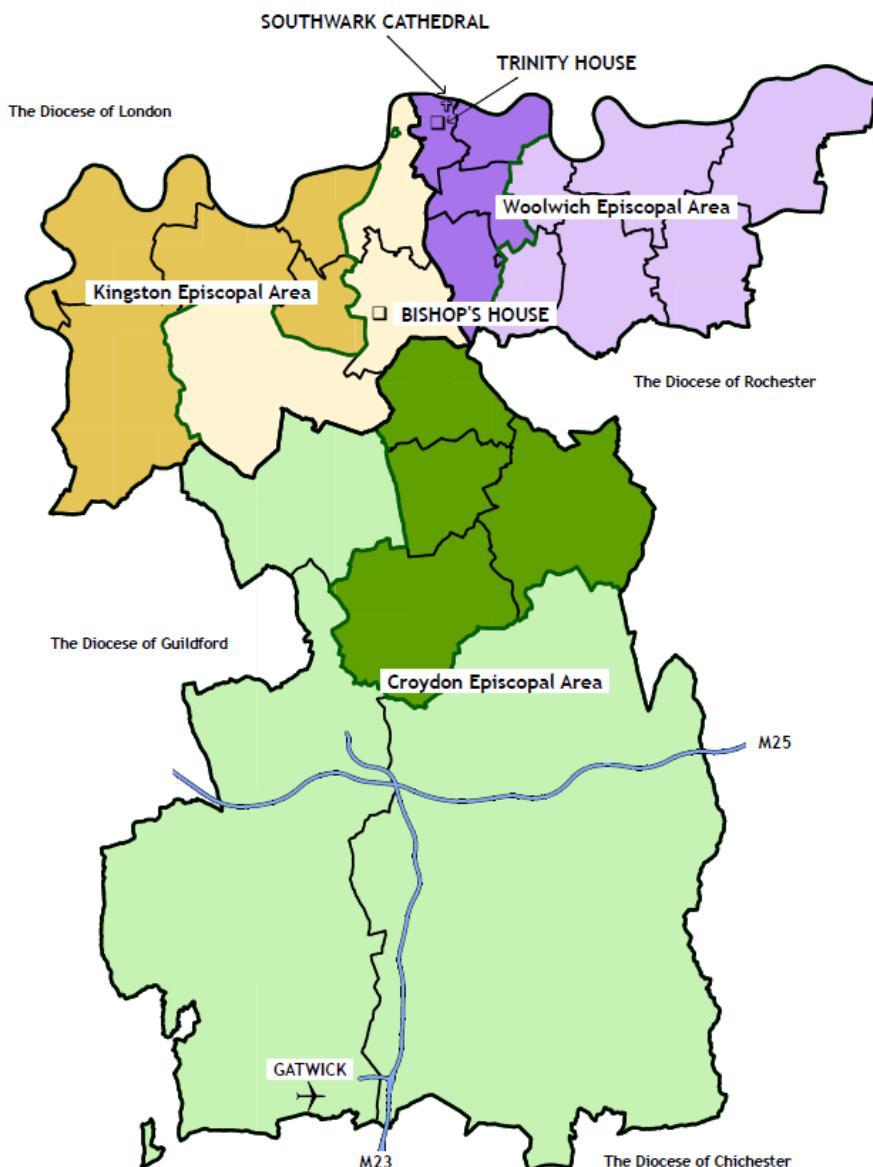


**2.9 million** people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



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 executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.



# SOUTHWARK VISION 2024 – 2035

## Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

### Our priorities are:



#### Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



#### Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



#### Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



#### Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



#### Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



#### Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



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 Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<b>DIOCESAN STAFF PURPOSE</b>
<b>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.</b>
<b>DIOCESAN STAFF AIMS</b> <ul style="list-style-type: none"><li>• 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.</li><li>• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.</li><li>• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.</li><li>• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.</li><li>• 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.</li></ul>
<b>DIOCESAN STAFF VALUES</b> <ul style="list-style-type: none"><li>• Effective Stewardship of resources</li><li>• Collaborative Team Working</li><li>• Respect for all</li><li>• Transparent Accountability</li></ul>