



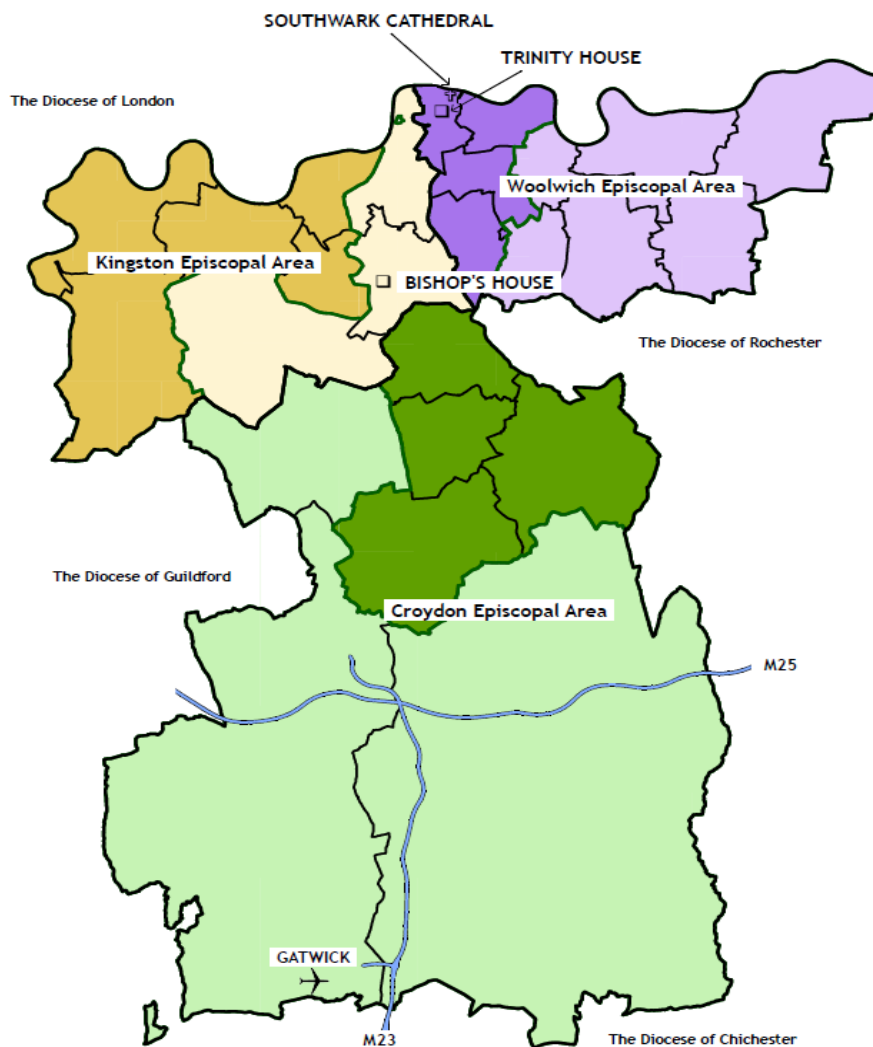
**The Diocese of
Southwark**

Administrator for Clergy Formation and the Dean of Diversity

Job Information Pack

Closing date: 28/01/24

Interviews: February 2024



Our Values

**Effective Stewardship of resources
Respect for all**

**Collaborative Team Working
Transparent Accountability**



The Diocese of
Southwark

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

JOB DESCRIPTION

Job Title:	Administrator for Clergy Formation and the Dean of Diversity
Hours of work:	Department of Vocations and Clergy Formation
Location:	Trinity House, Borough High Street
Reporting To:	Director of Clergy Formation and IME (DDO)
Job Purpose:	<p>The Administrator is responsible for the smooth running of the provision of Initial Ministerial Education (“IME”) Phase 2 (training and development of curates).</p> <p>Tasks include making practical arrangements for IME sessions including liaising with presenters, booking venues, preparing materials for training, and setting up online sessions. It also involves keeping accurate and up-to-date digital records of the curates’ details, work and reports.</p> <p>The Administrator also assists the Dean of Cultural Diversity; responsible for the smooth running of the programme to increase diversity amongst those discerning their vocation (both lay and ordained), ordinands and curates.</p> <p>In addition, the role includes sharing in the administration of the vocations processes assisting the Vocations Administrator.</p> <p>The Administrator will be encouraged to take a full proactive role in the life of the department and will meet regularly with colleagues to review tasks and work plans.</p>
Key relationships:	Assistant Director of Formation (IME) Assistant Director of Vocations and Ordinands Dean of Cultural Diversity Director of Discipleship, Lay Ministry, and Continuing Ministerial Education Other departmental administrators Training Incumbents and Course Presenters Curates

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

Background:

- Administration of Curates Training (IME Phase 2) which includes monitoring reporting deadlines, collecting reports and filing online, liaison with volunteer tutors and with curates. Ensuring rooms are set up ready and that refreshments are provided as necessary.
- Financial Administration including the processing of invoices, fees, and grant applications. Maintaining accurate records for budgeted spending.
- Routine administration for the department including photocopying and scanning documents, filing (and maintaining electronic files), collating mailings, and managing post.
- Having a flexible approach and playing a role in supporting other colleagues in Trinity House from time to time (e.g., staffing reception or preparing large mailings).
- The Diocese is developing a comprehensive database on our intranet and it is hoped that the administrator can play a proactive role in setting up and operating the system as well as shaping systems and processes for the future.
- Supporting the publication of on-line publicity material and use of social media in communicating with students of all kinds. Updating the website
- Any other duties reasonably requested.
 - The duties outlined above cannot totally encompass or define all tasks, which maybe required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time.

Other key relationships:

Assistant Director of Formation (IME)
Assistant Director of Vocations and Ordinands
Dean of Cultural Diversity
Director of Discipleship, Lay Ministry, and Continuing Ministerial Education
Other departmental administrators
Training Incumbents and Course Presenters
Curates

Other Responsibilities

- To work in accordance with the values and behaviours expected of members of staff in the Diocese as communicated from time to time.
- To work co-operatively with colleagues across the organisation.
- To comply with the Diocesan Equal Opportunities Policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Diocesan Data Protection Policies and the Data Protection Act and other relevant legislation.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- The Diocesan Health and Safety Policy and other safety procedures and guidelines are deemed part of this job description. 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.
- To ensure that confidentiality is respected and maintained at all times.

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

Health and Safety (include any specific requirements relevant to the job)

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.

Environment Policy

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

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.

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

Person Specification

Skills and Knowledge	Essential	Desirable
Typing	Good word-processing skills	Ability to take minutes
Computer Skills	Knowledge and practical use of Word, Excel and familiar with databases including accurate data inputting. Experience organising training sessions through Zoom, MS teams or other remote platforms	PowerPoint Web publishing Online forms Moodle Eventbrite
Document Production Skills	Good document formatting	Desk Top Publishing Production of publicity
Written English skills	Competent and accurate use of English	Proof Reading skills
Telephone manner and spoken English	Clear, friendly and efficient	Outgoing and warm
Diary Management	Very well organised with an eye for detail	Able to organise others and to be rigorous in keeping them aware of timetables
Office Experience	At least three years in employment in an administrative post	Experience in a complex organisation
Working alone	Reliable and self-reliant able to complete tasks independently	Able to show initiative and to be proactive
Working with others	Willing to work to instruction and to undertake routine tasks	A team player with a sense of humour
Understanding of Context	Willing to work with a diverse Christian ethos	Aware of Anglican structures
Personality	A completer finisher with an eye for detail	Robust and able to challenge when necessary
	Highly organised, flexible approach working to different demands (ie working with different heads of department).	

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

DIOCESE OF SOUTHWARK

Administrator for Clergy Formation and the Dean of Diversity

Part time - 24.5 hours per week

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 will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary

The post has the salary range of £21, 600 - £22,400 (£27,000 - £28,000 pro rata) dependent on previous experience.

Probation

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

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. 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.

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

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.

2. 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 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 sixteen 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 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 in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

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

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey

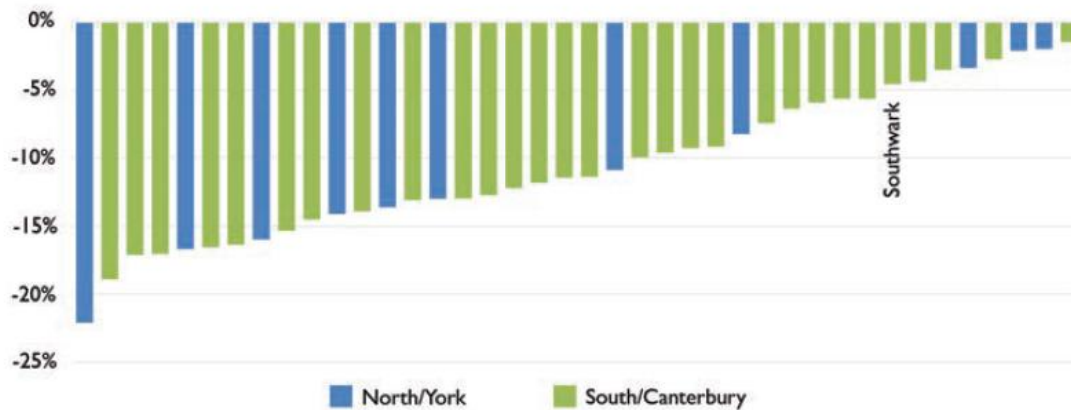


through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaonries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

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 who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

Trinity House

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.

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 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 the 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 Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC 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 are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



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

Diocesan Staff Values

Effective Stewardship of resources
Collaborative Team Working
Respect for all
Transparent Accountability

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.