



The Diocese of  
**Southwark**

## Job information pack

# Apprenticeship Programme Coordinator

An important role in the successful establishment of a programme for trainees in Children and Young People work in churches



Closing Date: 18 November 2024

Interview Date: 28 November 2024

**Christ  
Centred**  

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**Outward  
Focused**



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

<b>Job Title:</b>	Apprenticeship Programme Coordinator - [part-time]
<b>Reporting to:</b>	Director of Discipleship, Lay Ministry and Continuing Ministerial Education
<b>Location:</b>	Trinity House, Borough High Street
<b>Key Relationships:</b>	Bishops Lead for Strategic Development Director of HR Children and Young People's (CYP) Mission Support Officer Head of Implementation of Strategic Programmes Director of Finance Other members of the DIP Core Programme Team which includes: <ul style="list-style-type: none"><li>• Representative Archdeacon (currently Archdeacon of Southwark)</li><li>• Director of Vocations</li><li>• Director of Mission and Dean of Pioneering Ministry</li><li>• Director of Communications</li><li>• Representative Area Dean Members of the Strategic project support team</li></ul> Incumbents and other parish and local leaders in the places participating in the apprenticeship-style programme.

### **Background to the job**

This is an exciting opportunity for an individual with demonstrable experience of coordinating projects 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.

## Job Purpose / Summary

The post holder will play a key role in the successful establishment, monitoring and management of the apprenticeship-style training programme for trainees in Children and Young People work in churches in the Diocese of Southwark, funded in partnership with the National Church.

The Apprenticeship Programme Coordinator will enable the training placements to be properly administered and monitored from a Diocesan perspective, as well as, providing additional support for the apprentices and their parish line managers by having regular meetings and telephone calls. This post will require liaising with parish Children's and Youth workers, coordinating training courses and general administration. This is a new role, giving the opportunity to be involved from the start of the project, and whilst there are specific tasks and duties outlined below, these may vary as the needs of the programme change and evolve over time.

## Key Responsibilities

### Coordinating the Programme

- Work collaboratively with the Director of Discipleship, Lay Ministry and Continuing Ministerial Education and other Diocesan colleagues including Archdeacons and the Diocesan CYP team to establish potential parish placements.
- Work with the Strategic Development team and HR team to coordinate the process of recruitment, assessment and selection of the apprentices, including pre-employment checks.
- Support parishes with their apprentice-style training programme application.
- Support parish Line Managers by organising training for them, meeting and talking with them once a term to monitor how the Apprentice is doing and identify if the Line Managers need any support.
- Support Apprentices, with regular contact to monitor progress and offer support, ensuring feedback to the Strategic Development team and the HR team.
- Under the guidance of the Director of Discipleship, Lay Ministry and Continuing Ministerial Education attend update and review meetings as required with the training provider Ridley College, the Diocesan CYP team and other meetings.
- Provide regular progress updates to the DIP Steering/Implementation Group and attend meetings as required.
- Work with the HR team and Finance team to ensure that all administration tasks relating to the coordination of the Apprentice-style programme is undertaken efficiently, effectively and in a timely manner.
- Ensure regular content is generated for Communications team.
- Plan and organise the annual third year Apprentices Graduation event.

### Learning and evaluation

- Contribute to the development of a learning culture by actively searching for learning, including learning from situations that did not go to plan as well as those that are regarded as successful, to inform governance and regular review meetings.
- Ensure learning from projects is gathered and passed to the Director of Discipleship, Lay Ministry and Continuing Ministerial Education for dissemination through the DIP Steering/Implementation Group.
- Play an active part in the formal evaluation of projects and develop the way the learnings are captured throughout the projects as well as in the formal evaluations.

## **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.

## **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

This role is subject to a Basic DBS check

Essential	Desirable
<b>Experience and qualifications</b>	
Administrative experience, especially in scheduling and prioritising of tasks	Experience of project coordination/management
Diary management including an ability to organise others	Experience of working with apprentices and apprentice training providers
Proven ability to maintain good records, including basic database management	Experience of working with children and young people
	Basic mentoring and coaching skills
	Knowledge of HR administration
<b>Skills/Aptitudes</b>	
Administratively efficient with strong attention to detail	Creativity and entrepreneurial skills to innovate, initiate and maintain good and effective processes where necessary
Ability to deal with many and varied tasks and prioritise work to meet timescales	
Able to take minutes	
Professional manner	
IT efficient including in Microsoft Office, Online Forms, format documents and able to navigate databases	
Good verbal and written communication skills; competent and accurate use of English	
Ability to deal with a variety of people from differing backgrounds and authority	
<b>Character and personal qualities</b>	
Ability to work enthusiastically in support of the aims and ethos of the Church of England	
Willingness to work in line with the Diocese of Southwark Safeguarding policy	
Ability to remain calm under pressure and to anticipate what needs to be done	
Ability to work flexibly over a wide range of tasks	
Flexibility to occasionally work outside of normal working hours, including potential overnight stays for annual retreats where necessary	
Good interpersonal and social skills	
Ability to work with others but also independently when required	



The Diocese of  
**Southwark**

## TERMS AND CONDITIONS

### Apprenticeship Programme Coordinator (Part-Time)

#### 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 of your head of department.

**Contract** 9 years, fixed term.

**Salary** The post has a salary of up to £21,600 pro rata [£36,000 FTE] per annum, depending on experience.

##### Probation

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

##### Hours of work

21 hours per week.

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 regular evening or out of hours meetings in order to fit in with the needs of the parishes. 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...

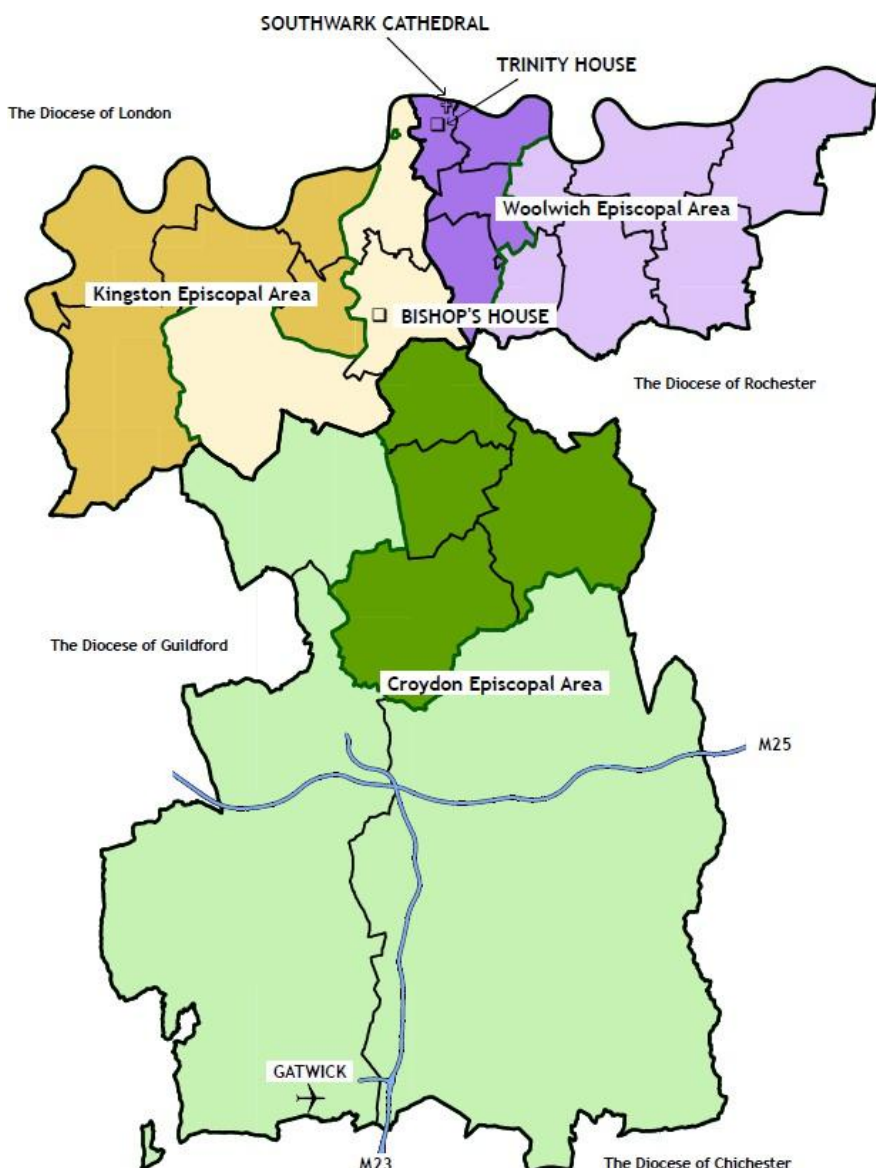


**2.9 million** people

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>