



**The Diocese of
Southwark**

Research and Development Officer Diocesan Investment Programme (DIP)

Job Information Pack

Closing date: Sunday 17th November 2024

Interview date: Monday 25th November 2024



**Christ
Centred
Outward
Focused**

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

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:	Research and Development Officer
Hours of work:	35 hours per week, over 5 days, Monday to Friday
Salary:	Up to £40,000
Contract:	15 months, fixed term
Location:	Trinity House, 4 Chapel Court, Borough High Street, SE1 1HW
Job Purpose:	<p>To support:</p> <ul style="list-style-type: none">• the development of initiatives that comprise the Diocesan Investment Programme• the incubation and piloting of new workstreams• the development of an outcomes and measurement framework for the Diocesan Investment Programme which is aligned to the national church outcomes framework. <p>through:</p> <ul style="list-style-type: none">• researching, analysing and presenting sources of information and data on a regular basis to members of the steering/implementation group• collating baseline measures and develop key performance indicators (KPI's) that connect to outcomes, ensuring research and clear presentation where different workstreams contribute to other workstreams and to the overall Vision and Strategy of the Diocese.• Research to support specific initiatives in the programme such as the Apprenticeship style training programme and the Parish Development and Renewal Programme.
Key relationships:	<p>Bishops Lead for Strategic Development Head of Implementation of Strategic Programmes Other members of the DIP Steering /Implementation/Core Project Team including project leads Data team in the Diocesan office and other colleagues in the wider office Colleagues in the Strategic Development team</p>

Background:

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Reporting to the Head of Implementation of Strategic Programmes, 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 in parishes across the Diocese.

The DIP Research and Development Officer will be a member of the Diocesan Strategic Development Unit working specifically on researching and developing different workstreams for this exciting new programme as it starts and also contribute to the existing strategic development funded projects coordinated through the Strategic Development Unit.

Main responsibilities

Incubation & Piloting

- Research and develop data, both qualitative and quantitative, that can be provided on a regular basis to the programme steering/implementation group as the DIP develops.
- Present data, research and learning that will help the team to incubate and pilot the various workstreams.
- To propose and plan areas of research that will support the establishment of the diocesan DIP outcomes framework including learning from other dioceses and other projects.
- As required to, liaise with members of the National Church, for example in the research and development of any national initiatives on Apprenticeship Programmes.

Outcome Measures framework

- Collate, analyse and present qualitative and quantitative data in order to ensure full engagement with the eventual National Outcomes framework.
- Assist the Implementation group to establish key performance indicators to monitor progress.

Monitoring, evaluation and reporting

- Set up systems for the gathering of information and data that will assist parishes that are engaged with DIP programme, and assist the governance structure of the DIP programme in monitoring progress, working collaboratively with the diocesan data team and longer term track and monitor project progress.
- Respond to requests for information from parishes and deaneries, or other bodies to provide information when requested.
- Provide material as needed for the biannual Programme Board and the Archdeacons and Area Bishops Sub Committee as it becomes established.
- Support the evaluation of the pilot programmes.

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.

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.

Person Specification

Essential	Desirable
Experience and qualifications	
Educated to degree level, or equivalent, in a subject requiring strong research or analytic skills	Education to include social sciences research
Evidence of the presentation of data in compelling and clear ways and of handling qualitative data	
Skills/Aptitudes	
Able to build positive relationships with colleagues inside and outside the diocesan office including parishes	
Able to work with colleagues with a range of different skills and expertise and to communicate effectively at senior level both orally and in data presentation.	
Able to contribute to developing programmes, in support of the overall DIP programme and implementation of Southwark Vision Christ Centred Outward Focused.	
Able to present complex issues in a simple and straightforward manner.	
Good IT competency in Word and PowerPoint	
Organised, able to work to tight deadlines and manage conflicting priorities	
Strong project management skills - able to work effectively on a range of projects and manage one's own workload to tight deadlines	
Ability to maintain a high level of confidentiality	
Character and personal qualities	
Able to learn quickly, and to be resourceful in gaining and analysing information	Knowledge of the structures of the Church of England
Flexible approach - able to respond flexibly to new developments and to adjust priorities accordingly	
Able to work across boundaries and overcome barriers, with an open and tolerant approach.	

DIOCESE OF SOUTHWARK

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Research and Development Officer
Full time- 35 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 of up to £40,000 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.

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 is divided into six archdeaconries and twenty-five deaneries,

The Diocese of Southwark serves...

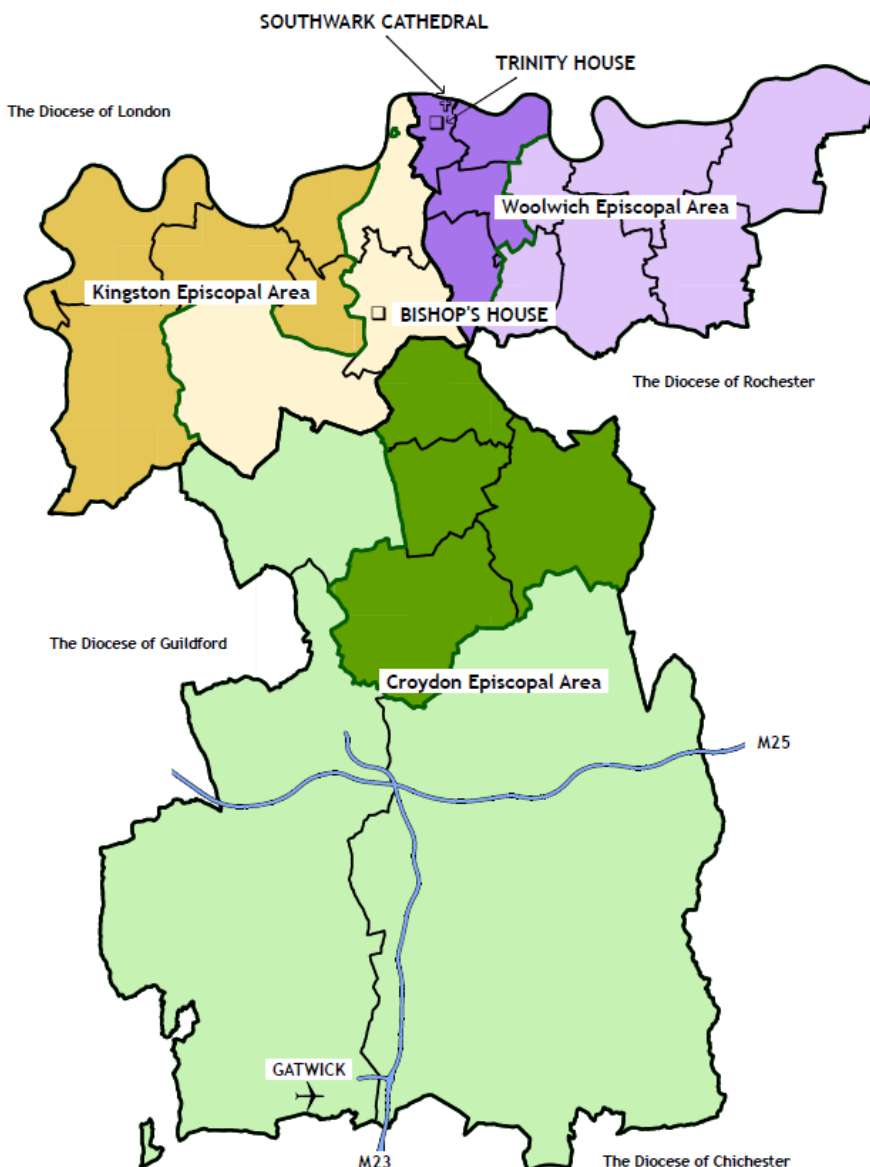


2.9 million people

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



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.

This is where 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.

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 <ul style="list-style-type: none">• 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 practice.• 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.
DIOCESAN STAFF VALUES <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability