

ROLE PROFILE FOR Deputy Theological Adviser to the House of Bishops

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Theology team is part of Faith and Public Life, which leads the church's national work on ethics, public policy and relationships beyond the Church of England. This includes government and Parliament, civil society, other Christian churches, and other faiths. The Theology team works alongside the Parliamentary and Public Policy teams, staff covering Anglican Communion affairs, colleagues focused on ecumenical relations, a team supporting inter-religious affairs, and a number of project teams working on issues in social impact investment. There is a strong collaborative working culture across the whole team.

What you'll be doing

The Deputy Theological Adviser will be a key member of the Theology Team, working with the Secretary for Theology and Theological Adviser to the House of Bishops to support a major

national advisory committee, to provide high-level theological advice to the national Church, and to contribute to other areas of the work of FPL.

You will work collaboratively with the National Theological Adviser to offer high quality theological advice to the bodies that serve the Church of England, the House and College of Bishops, the Archbishops' Council, the Archbishops of Canterbury and York and the National Church Institutions. You will have particular areas of responsibility, as outlined below which may be subject to change from time to time and by negotiation with the Secretary for Theology.

As part of the Theology team, you will offer a key point of contact for bishops and other stakeholders seeking theological wisdom by drawing in the theological expertise of other staff, committee members, and wider supporters. As an officer of the national church, you will be alert to the range of theological traditions within Anglicanism, able to build trust across that spectrum, and represent the breadth of Anglican theology accurately and fairly in your advice, writing, and speaking.

MAIN DUTIES AND RESPONSIBILITIES

- Contribute to the Theology Team's work with the National Ecumenical Adviser and the Council for Christian Unity, with the Liturgical Commission, and with other staff who contribute theologically to the National Church Institution.
- To work with the Secretary for Theology to support the Faith and Order Commission (FAOC), which exists 'to act as a theological and ecclesiological resource for the Church of England's' work.
- To partner with the Theological Adviser to the House of Bishops to provide high level theological advice to the House and College of Bishops.
- To support the Theological Adviser to provide high level theological advice and facilitation to relevant national Church projects and initiatives. At the present time, this is likely to include some support for the Living in Love and Faith (LLF) project and to good communication between FAOC and the various groups tasked with taking LLF forward.

JOB SUMMARY

- Working with the Theological Adviser to the House of Bishops, draw in groups of experts to work on projects, draft and edit briefing papers and documents for the House, and service and contribute to groups and projects of the House as required.
- Attend meetings of the House and College of Bishops, collaborating with the Theological Adviser to identify areas needing further theological work and to work with the chair of FAOC to address these.
- Support and contribute to project groups of FAOC as required, including drafting and editing theological texts in the name of the Commission.
- Assist the Chair, other members, and Secretary when business comes from FAOC to the House of Bishops or the General Synod as well as providing support for theological work delegated to the Commission by the House of Bishops and other Church groupings.
- Assist with other theological support for national Church policy initiatives as required (e.g., Emerging Church workstreams, theology and the environment).
- Act as the Theology Team Lead for supporting work in the digital and social media space (e.g., national online services, everyday faith), harnessing the resources of the Faith and Order Commission as appropriate.
- Partnering with other members of the FPL team to contribute to the theological resourcing of their work and to draw upon their theological expertise where it can be of wider application.

- Act as the principal representative of the Church of England to the Methodist Faith and Order Committee meetings and support the Chair of FAOC in developing the relationship between these two groups.
- Collaborate with Ministry Development team colleagues to cultivate relationships with Theological Education Institutes (TEIs) to both support opportunities for resourcing the future theologians for the Church of England and also to identify scholars (especially at early career stage) who can support the work of FAOC and its working groups.
- Maintain a high level of engagement with theological study and developments, including active participation in national and international theological networks and maintaining your own writing and publishing at a professional standard recognised by peers.
- Support the Theological Adviser in liaising with the National Ecumenical Adviser and contributing to ecumenical projects of a highly theological nature as required.
- Working alongside other teams within Faith and Public Life (e.g. the Public Policy and Parliamentary teams) when collaborative working is of mutual benefit.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience:

- Proven ability to think and write clearly, analytically, strategically and creatively on complex issues, in different registers and for different audiences.
- Well-developed interpersonal skills and oral presentational ability, as evidenced by previous experience in representation and negotiation.
- Practical, demonstrable experience of successfully managing complex and varied workstreams.
- Evidence of prior membership and contribution to a wider team, and the ability to work collegially, especially with fellow theologians.
- Capacity to deal with a wide range of different requirements on different timescales, for different stakeholders.
- Ability to foster creative theological thinking and engagement with a wide range of stakeholders.

Skills & Abilities:

- Broad and deep knowledge of Anglican theology and ecclesiology which will be recognised as carrying authority in church and academic circles. This will normally be evidenced by a doctoral degree or equivalent in theology or an area related to theology.
- Familiarity with recent developments of thought in doctrine, biblical studies, pastoral theology and ethics.
- Exhibit skills in theological disciplines that address areas of expertise currently under-represented in the Theology team, which may include systematics and the study of doctrine.

Personal Attributes:

- A communicant member of the Church of England – this post is subject to an occupational requirement that the holder be a communicant Anglican under Part 1 of Schedule 9 to the Equality Act 2010.
- A strong commitment to professional neutrality, and willingness to provide behind-the-scenes theological and policy inputs to member groups expressing a range of views.
- Integrity and courage in maintaining a commitment to theological truth in conflictual or pressured environments.
- Willingness to work across Church departments and institutions to provide theological and policy support.

Circumstances:

In normal circumstances, the job is based in Central London and requires regular and frequent physical presence at Church House and Lambeth Palace, though with the willingness to be away from home overnight at times, including some weekends. Working from home, and from other locations, where possible and desired, can be part of a flexible arrangement, although team membership and leadership require a regular face to face presence.

Desirable

- Experience of, and involvement in, theological education and training.
- IT skills, especially in Word, Excel, Adobe, and using IT for research purposes.
- Evidence of publication in theology.
- Writing and/or editing theological publications.
- A good understanding of national church governance and structures

Vacancy Summary

JOB TITLE:	Deputy Theological Adviser to the House of Bishops
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Faith & Public Life
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Lambeth Palace, London, SE1 7JU
HYBRID WORK ARRANGEMENTS:	Average of 3 days a week in office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input checked="" type="checkbox"/>
ORACLE POSITION CODE:	
COST CODE:	22307
PARENT POSITION:	Secretary for Theology and Theological Adviser to the House of Bishops