

## ROLE PROFILE FOR Parliamentary and Policy Researcher to Bishops of Bristol, Chelmsford and Manchester

### 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 Church of England Parliamentary Team serves the bishops in the House of Lords, and the National Church Institutions (NCIs) by providing advice and resource, maintaining links with MPs, Peers, Ministers and officials, and helping all engage effectively with Parliament, Westminster politics, and the legislative process. The Team includes those employed directly by the NCIs and those employed by individual Lords Spiritual. This post sits within Faith and Public Life (FPL), the wider team that supports the Church of England's engagement with society and in the public sphere.

## What you'll be doing

The purpose of this role is to provide advice, research and support to the Bishops of Bristol, Chelmsford and Manchester in their duties as Members of the House of Lords, and such other work as the Bishops and Head of Parliamentary Affairs may require from time to time.

### MAIN DUTIES AND RESPONSIBILITIES

1. Supporting the Bishops' work in the House of Lords
2. Advising on and researching materials for questions, speeches and other interventions in the House of Lords. Monitoring and keeping the Bishops informed about relevant parliamentary developments.
3. Liaising with MPs, Peers and their staff, parliamentary officials, civil servants, campaign organisations, and others in and outside the NCIs on behalf of the Bishops.
4. Drafting material for online and print publication on the parliamentary work of the Bishops, in collaboration with communications officers in Church House and the respective dioceses.
5. Providing occasional research support for the Bishops in their diocesan work, as and when required.
6. Supporting the Head and Deputy Head of Parliamentary Affairs in their wider responsibilities to deliver advice and support to all the Lords Spiritual and NCIs, as and when required.
7. Working in collaboration with colleagues in the Parliamentary Team, Faith and Public Life and other NCI departments to ensure that the activities of the Bishops are coordinated with overall government and parliamentary engagement.

The Parliamentary and Policy Researcher's work priorities and tasks will be determined by the Bishops of Bristol, Chelmsford and Manchester, with whom the postholder will be expected to have frequent direct contact. On the Bishops' behalf the Head of Parliamentary Affairs will manage, guide and oversee the parliamentary work of the postholder.

Collectively the Bishops have a range of policy interests, including those relating to poverty and inequality, migration, environment, modern day slavery, criminal justice, and church buildings. The Bishop of Chelmsford is the Church of England's lead bishop on housing. This role would especially suit someone with a knowledge of or interest in one or more of those areas.

The Parliamentary Team within the Faith and Public Life Team is currently located at Church House in Westminster, though may move to nearby Lambeth Palace when refurbishment work there is completed. The Parliamentary and Policy Researcher will be required to spend a significant amount of time in Westminster, to attend meetings, provide in-person advice and support to the Bishops in the House of Lords, and make use of parliamentary facilities. There will

also be some expectation of travel to the respective dioceses as and when required. Some home working is also possible, on agreement with the Bishops and Head of Parliamentary Affairs.

The postholder will need to have access to the Parliamentary estate, so will be required to apply for a security pass sponsored by one of the Bishops and will be expected to abide by the rules and codes set by Parliament that accompany the issuing of a pass. The postholder will also have access to the facilities offered to NCI staff, observing the responsibilities and protocols which apply to all staff of the NCIs.

Flexibility in hours will be required, to accommodate Bishops' duty weeks and other commitments in the Lords, as well as parliamentary sitting and recess dates. The balance between parliamentary tasks and those that relate to the Bishops' diocesan roles is likely to vary depending on the parliamentary cycle.

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**

#### *Skills/Aptitudes:*

- Excellent communication skills, verbally and in writing. Proven ability in drafting briefing papers or press releases, bulletins or other accessible modes of communication.
- Excellent organisational skills, including time management, diary management etc.
- Research skills, with the ability to gather information quickly and accurately and to produce content in forms suitable for both brief speeches and full-length addresses.
- Ability to discern the impact of policies, legislation etc. on the Church of England, other churches, and other faith communities.

#### *Knowledge / Experience:*

- Knowledge of the UK Parliament, current affairs and the making of Government policy
- A grasp of the key issues facing the Church of England in its public role today
- Some experience of organising events (receptions, seminars, meetings etc.)

#### *Personal attributes:*

- Enthusiasm, positive energy and imagination.
- Discretion and judgement in handling confidential or sensitive material
- A flexible, open and collaborative working style

- A willingness to work with and learn from senior colleagues, and people of differing political and theological persuasions

*Circumstances:*

- Willingness and ability to work some unsocial hours when required.

**Desirable**

Education:

- Educated or experience in a relevant subject, such as politics, theology etc.

Skills/Aptitudes:

- The ability to perform well as part of a team.
- Excellent ICT skills

Knowledge / Experience:

- Knowledge of current trends in one or more of the policy areas of concern to the Bishops.
- Some knowledge or experience of parliamentary processes, political parties, think tanks, lobby groups etc.
- Some knowledge of the structures of the Church of England
- Ability to manage own work programme with minimal direct management, deliver outcomes to deadlines and to work under pressure.
- Proven ability in presenting complex data in manageable and informative ways.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Parliamentary &amp; Policy Researcher for the Bishops of Bristol, Chelmsford and Manchester</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Faith & Public Life
<b>GRADE:</b>	Equivalent to senior personal secretary on the Episcopal pay scales.
<b>SALARY:</b>	£34,472 per annum
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Church House Westminster / Lambeth Palace
<b>HYBRID WORK ARRANGEMENTS:</b>	At least 2/3 days per week in office (flexible)
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term – 12 months
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017750
<b>COST CODE:</b>	15050 / 15080 / 15240 (33% split each)
<b>PARENT POSITION:</b>	8017763 Church of England Head of Parliamentary Affairs