



**The Diocese of  
Southwark**

## Head of JPIC

# Department of Justice, Peace and the Integrity of Creation

## Job Information Pack

*Closing date: 25<sup>th</sup> June 2023*

*Interviews: 10<sup>th</sup> July 2023*



Standing Together rally in Trafalgar Square 6<sup>th</sup> April 2019



**The Diocese of  
Southwark**

**Director of Mission and Evangelism  
and Canon Missioner**

Reverend Canon Jay Colwill

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**2<sup>nd</sup> June 2023**

Dear Applicant

I am delighted that you have expressed interest in the role of Head of Justice, Peace and the Integrity of Creation. Perhaps there has never been a more important time for the church to express the values of social and environmental justice.

As Head of this Team, within the Mission Department you will have significant opportunities and responsibilities. You will lead a group of passionate individuals (both paid and volunteer) who lead, enable and serve parishes and communities of the Diocese, focusing upon the Five Marks of Mission.

You will share your experience and expertise with senior colleagues so that diocesan policy and decision-making can be made wisely.

You will collaborate with teams and area offices across the diocese to champion Kingdom values of justice, peace and the integrity of creation. You will work closely with me, as Canon Missioner, as together we seek to encourage the church in the whole mission of God. Whether ordained or lay, we are praying that the right person is appointed to help to lead this work during the next season of life in Southwark Diocese. To that end, I hope that you will find the information provided in the pack helpful.

Yours sincerely

The Revd. Canon Jay Colwill  
Canon Missioner, Southwark Cathedral  
Director of Mission and Evangelism, Southwark Diocese



## 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

#### Head of Justice, Peace and the Integrity of Creation (JPIC)

##### Introduction

The mission of the Church is the mission of Christ.

The Diocese of Southwark is committed to enabling all five marks of mission as part of its diocesan vision, Southwark Vision. Under the overall leadership and guidance of the Director of Mission and Evangelism, the Head of JPIC is a key leadership role taking forward three of the marks of mission in particular:

- To respond to human need by loving service
- To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation.
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

##### Job Purpose

To lead, enable and serve the parishes of the diocese through providing advice, ideas, and front-line support, and to provide timely and appropriate policy advice to Bishops and other senior leaders in the diocese on social and environmental justice.

##### Key responsibilities:

- Leading and developing the team of staff and volunteers who focus on specific areas of social and environmental justice policy, ensuring coherence and a collaborative style of working with colleagues across the diocese, lay and ordained, and with other dioceses particularly in the Greater London areas..
- Supporting parishes and deaneries in growing and developing their ministries through the application the three marks of mission outlined above, so supporting their Mission Action Plans as part of the holistic mission activity of the Mission and Evangelism department which covers all five marks of mission.
- Developing and enabling parishes and deaneries to respond to and engage with these three marks of mission, mindful of Southwark Vision and the priorities established by Bishop Christopher and our Area Bishops who each carry significant leadership for different areas of social and environmental justice.
- Engaging with and developing further the church's partnerships with other organisations, civic, governmental, voluntary sector, to reach communities we seek to serve.
- Developing briefing papers on government policies and emerging issues of justice, providing key information and data to Bishops and other senior leaders across the diocese, archdeacons and other senior staff.
- Identifying and carrying out research in a range of public policy issues.
- Championing Christ-centred, outward facing mission activity.

- Enhancing diversity and inclusion.

The areas of public policy covered by the post will include a wide range of subjects including Poverty, Modern Day Slavery, Housing and regeneration, Health. Disability and Well-Being, Inequality, Migration and Refugees, , Environmental Justice, and Serious Youth Violence. The priorities of the role will change as the political, social and economic environment does, as different issues gain a higher prominence. The post holder will work in collaboration with diocesan colleagues implementing the Diocesan Anti Racism Charter and the evolving Carbon Net Zero plan.

#### **Responsible to:**

Director of Mission and Evangelism who is also the Canon Missioner, coordinating as necessary with the Diocesan Secretary.

#### **Responsible for:**

- Together Southwark Development Officer (Poverty)
- Disability Adviser and other voluntary leads
- Serious Youth Violence engagement officer

#### **Indicative Tasks and Duties**

1. To provide effective leadership for the three marks of mission (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>) working with the Director of Mission and Evangelism, including regular meetings with volunteer members and supporting them in their roles
2. To provide line management of staff members of the team, through regular meetings, setting of objectives, and supporting them in their roles
3. To liaise closely with key strategic partners, e.g., Together Southwark, Synergy, , Welcare, Churches Together in South London in the research of areas of common interest, and to provide information when requested.
4. To build on existing strategic partnerships and develop networks.
5. To develop a core set of public policy data, that can be provided on a regular basis to Bishops to support their response to issues as they arise.
6. To carry out ad hoc research into particular areas of public policy as requested
7. To propose and plan areas of research that will support the vision and strategic aims and objectives of the Diocese.
8. To provide written reports, and briefings
9. To set up systems for the gathering of information and data that will assist parishes.
10. To respond to requests for information from parishes and deaneries, or other bodies when required.
11. To proactively keep up to date with events and trends in areas of public policy.

#### **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.

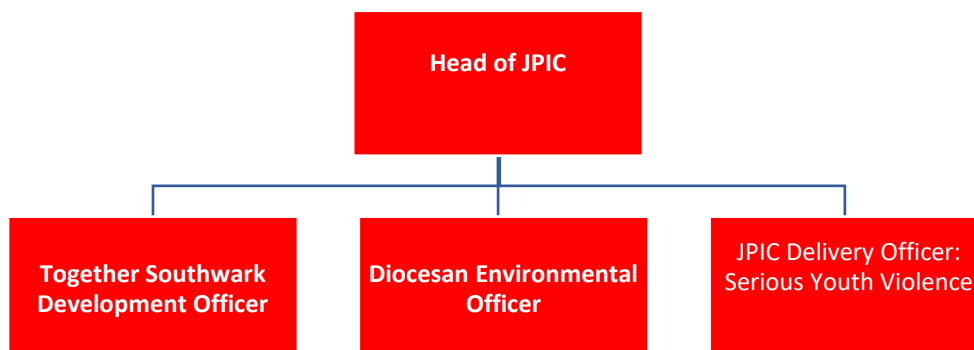
### **Confidentiality**

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.

### **Organizational Chart Justice, Peace and Integrity of Creation**



## Person Specification

### Essential

- Educated to at first degree level or equivalent.
- Experience of building effective networks and strategic partnerships
- Demonstrable evidence of ability to work inclusively, with diversity, including a wide churchmanship.
- Passion for, and substantial, evidenced experience of interest /participation in Christian social justice issues.
- Experience of contribution to developing programmes of policy research, in support of the overall strategic aims and objectives of an organisation.
- Excellent interpersonal and written communication skills including ability to work with colleagues at very senior levels within the Church of England
- Experience of leading and influencing volunteers ideally in a parish
- A self starter and effective leader, but also able to take the direction of others, aware of the diocesan staff values underpinning our work.
- Able to build positive relationships with range of colleagues able to work with colleagues with a range of skills and expertise.
- Able to present complex issues in a simple and straightforward manner.
- Good time management skills, and able to manage time effectively, and balance long and short-term priorities.
- Strong project management skills - able to work effectively on a range of projects and manage one's own workload to tight deadlines.
- Able to learn quickly, and to be resourceful in gaining and analysing information.
- 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.

### Desirable

- Postgraduate qualification, in a relevant academic discipline subject requiring strong research or analytic skills.
- Knowledge of the structures of the Church of England
- We encourage applications from all backgrounds, and in particular Global Majority Heritage (GMH) candidates.

## **DIOCESE OF SOUTHWARK**

### **Head of JPIC**

#### **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, with extensive travel throughout the Diocese.

##### **Length of contract**

The post is a permanent post.

##### **Salary**

This post is open to Lay and Ordained candidates.

For lay candidates the salary is £42,840 per annum. The Diocese welcomes applications from both lay and ordained people.

For ordained clergy, appointment would normally be to clergy equivalent terms and conditions, with a salary of £29,283, provision of housing within the Diocese linked to some ministry in the Diocese, and continuing membership of the Clergy Pension Scheme.

##### **Probation**

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

##### **Hours of work**

For lay candidates 35 hours per week over 5 days per week including evening meetings, with the need for flexibility to work evenings and at weekends as part of the role. For ordained colleagues the hours will reflect any parish ministry which would normally be part of the terms and conditions.

##### **Holiday Entitlement**

For lay candidates 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 1<sup>st</sup> January to 31<sup>st</sup> December. For ordained candidates holidays would normally reflect the terms and conditions of clergy.

## **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.

## **Pension**

Existing members of the Clergy Pension scheme may choose to continue as a member of the scheme, with the salary and housing option outlined above.

For lay candidates a non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

## **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.

## **Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.



## 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

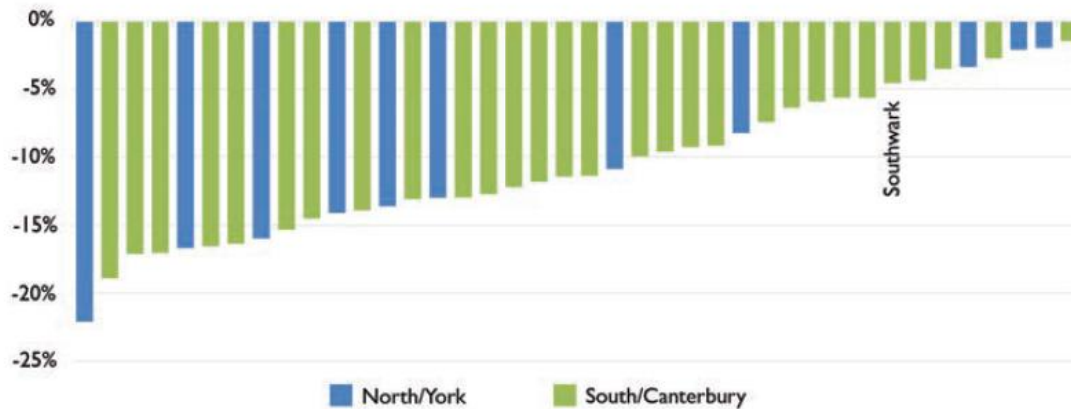


through 356 places of  
worship — a Church of  
England presence in  
every community



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 Archdeaconries 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.