



Diocese of Canterbury
CHANGED LIVES ➔ CHANGING LIVES

Diocesan Secretary Candidate Brief

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Welcome letter from Rt Revd Dr Rose Hudson-Wilkin



Dear Candidate,

I am delighted that you are interested in the role of Diocesan Secretary. Ours is the oldest diocese in England. Founded in 597, we stretch from Maidstone to Thanet, from the Isle of Sheppey to Romney Marsh. As well as villages, market towns and commuter-belt developments, we have 350 miles of coastline, historic ports and seaside resorts. Affluent areas sit next to pockets of major deprivation. We present an exciting and challenging mission context. We want, by God's grace, a people who are

- confident & creative disciples of Jesus Christ
- rooted in scripture & drenched in prayer
- living gratefully, giving generously, caring for creation and sharing the gospel
- growing in number & expectations – of God and ourselves
- motivated by justice & love, open to the Spirit and ready for adventure!

As Bishop of Dover and the Bishop in Canterbury I have four priorities for my own ministry in the Diocese: prayer, Bible reading, generosity and evangelism. There is much to do, and I am heartened by the progress I see. We look for a flourishing future for our Church based on growth in discipleship, confidence and numbers. Our vision is Changed Lives → Changing Lives.

We are therefore looking for an excellent leader who will support this vision and be with us on our journey. As the Diocese's senior administrative officer, the post holder will give major input into strategic planning, help shape policy, and manage the work of the Diocesan Office. They will bring the key functions of the Diocese into an effective, modern and efficient team that serves and supports the parishes.

You will be an experienced and inspirational leader with a proven capacity to develop and lead a complex organisation. You will have a clear commitment to the aims and mission of the Church of England. You will have strong commercial acumen that approaches existing financial streams and develops new ones in a creative and effective way. You will have outstanding people skills and collaborate with a wide range of internal and external stakeholders. You will be able to hold the big picture and also command the detail. You will need boldness and confidence to engage with strategic questions with the heart of a servant.

This is an exciting, rewarding and highly challenging role that gives a unique opportunity to contribute to the Church's mission in East Kent. I hope the candidate brief gives you all the information you might need. There is more information about us on our website: <https://www.canterburydiocese.org>. If you believe that you have the necessary skills and experience, please contact Sarah Thewlis Graham Associates, the managing director of our Executive Search partners on 0207 850 4781 or email her at applications@thewlisgraham.com. She will be very happy to discuss this opportunity with you. God bless you.

Yours in Christ

Rt Revd Dr Rose Hudson-Wilkin

About the Diocese of Canterbury

Founded in 597 by St Augustine, Canterbury Diocese is the oldest diocese in England and has a special place in the life of the national and worldwide Church. With its iconic Cathedral it forms a focal point for the life of the whole Anglican Communion, offering a spiritual home and place of pilgrimage for people from every nation and walk of life.

Kent is renowned as the 'Garden of England' and this rural heart is core to our identity – yet the communities we serve are very diverse. Our Diocese stretches from Maidstone to Thanet, from the Isle of Sheppey to the Romney Marsh. We have 350 miles of coastline with historic ports and seaside resorts, alongside rural communities, market towns and commuter-belt urban developments. Affluent areas often sit alongside pockets of major deprivation, offering an exciting and challenging mission context.

With 334 churches and over 100 church schools, the Diocese of Canterbury is committed to serving every community in South and East Kent.

Ministry is offered through 120 parish clergy, 60 non-stipendiary clergy, 170 Readers, and thousands of volunteers – including churchwardens, Authorised Lay Ministers, youth group leaders, church officers and clergy with Permission to Officiate.

Around 16,000 people worship in our churches every week and many more thousands benefit from our mission and ministry through youth and children's work, lunch clubs, drop-in centres, food banks, winter shelters, community banks and ministry to people in care homes, hospitals, prisons, schools and universities.





Where we're heading

At the heart of all we do is a vision of transformation for ourselves and our communities: no one can encounter God and remain unchanged. In our diocese, we want to increasingly become a Christian community transformed through encounter with Christ, overflowing to transform and bless the families, homes and communities we serve in Kent: Changed Lives → Changing Lives. In your role, in your place, we'll be looking for you to play a crucial part in making this vision a reality.

Changed Lives → Changing Lives unites us in purpose, but will be expressed in different ways according to what makes sense for different parts of our diocesan family. It's also a living strategy – as we listen to God and one another, the shape of our work together will undoubtedly change and grow. Could you help to develop this vision for the future?

Our Cathedral

Canterbury Cathedral is a place of worship, a place to meet, a sanctuary, a haven, a celebration, a place of joy and occasionally sadness – but most of all it is alive with the people who make the Cathedral what it is today. The Cathedral's mission is: "To show people Jesus". More information [about Canterbury Cathedral](#) can be found [here](#).

Our Bishops – Archbishop Justin & Bishop Rose

Our Diocesan Bishop is the Most Revd & Right Hon Justin Welby, Archbishop of Canterbury. Archbishop Justin has many national and international responsibilities both in the Worldwide Anglican Communion but also as the 'metropolitan' bishop of the whole of the ecclesiastical 'province' of Canterbury: that is, the 30 diocesan sees of southern England and the Diocese in Europe. He has been the Archbishop of Canterbury since 2013 and has three main priorities for his ministry – Evangelism and Witness; Prayer and the Renewal of Religious life; and Reconciliation. [Find out more about Archbishop Justin here.](#)

The Rt Revd Rose Hudson-Wilkin is the Bishop of Dover and the Bishop in Canterbury. She has oversight for the day-to-day running of Canterbury Diocese on behalf of Archbishop Justin. She is leading the Diocese in delivering its three bold outcomes of :

- Doubling the number of children and young disciples.
- Every parish, benefice and deanery showing signs of revitalisation.
- 200 new Christian communities.

[Find out more about Bishop Rose here.](#)

Our Governance

The Church of England is episcopally led (by Bishops) and synodically governed. Synods are our decision-making bodies. They are made up of a mix of elected clergy and lay people, representing every area of our diocese and Church. You can view our [Diocesan structures and organisation here](#).

The Diocesan Synod with the Archbishop's Council is the key governance body of the Diocese, and at the very heart of supporting mission and growth.

The Archbishop's Council is responsible for considering matters of policy; advising the Bishop and determining how matters should be taken forward to the Diocesan Synod for further consideration. It is simultaneously the Standing Committee of the Diocesan Synod and the Board of Directors and Charity Trustees of the Diocesan Board of Finance.



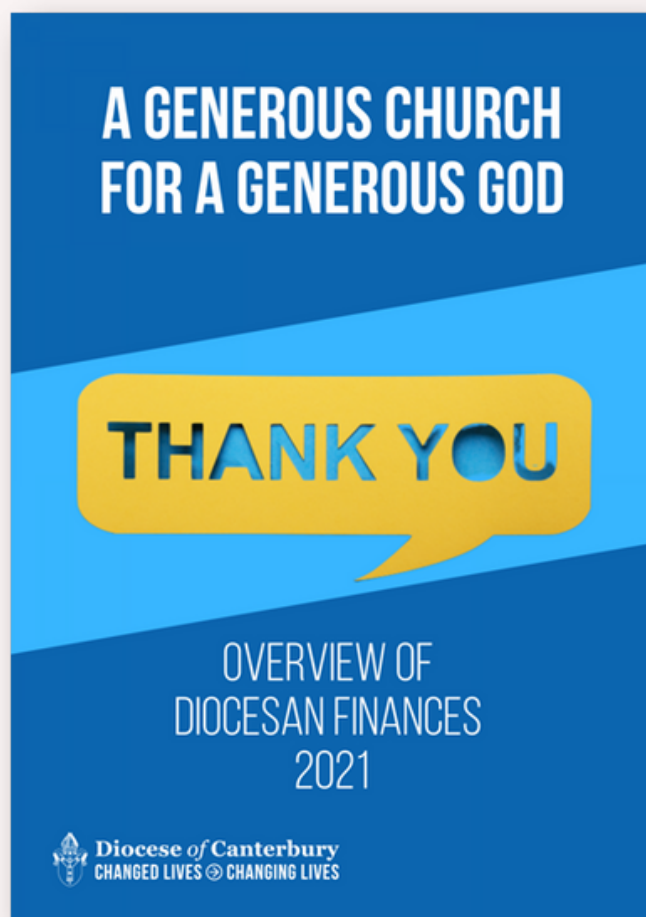
Finance and Assets Committee

The Finance and Assets Committee has delegated responsibility to ensure sound financial management of the Diocesan Board of Finance. This covers three broad areas: finance, property management and pensions. It also oversees risk management.

Annual Review

The Annual review for 2022 gives a very good overview of all the work of the Diocese and can be found here: [Annual report 2022](#).

The accounts give some useful information about the finances of the dioceses. The Diocese is not a wealthy diocese, but we ensure that all resources are used wisely. It is good to know that the parish share in 2022 was fulfilled 93.2%. In addition we have been able to benefit from funds from the Church Commissioners and other grants. More detail is contained in the annual accounts for 2022 here: [Trustees Report and Financial Statements](#).



Our Vision:

Our vision is **Changed Lives → Changing Lives.**



Diocese of Canterbury
CHANGED LIVES → CHANGING LIVES

By God's grace we want to be a people who are...

- ...confident & creative disciples of Jesus Christ
- ...rooted in scripture & drenched in prayer
- ...living gratefully, giving generously, caring for creation & sharing the gospel
- ...growing in number & expectations – of God & ourselves
- ...motivated by justice & love, open to the Spirit & ready for adventure!

'**Therefore we will...**' is a recognition that words without actions are empty. It is a commitment to taking real steps now to make this vision a reality soon. The current actions that flow from this vision – both at a diocesan level and in our deaneries – are outlined in detail in the document below. Of course, these actions will change and develop over time – and we would encourage our parishes to consider this vision carefully for themselves, to explore together what actions they will commit to take, what their local 'Therefore we will...' might look like.

Our Strategy:

The tag line for our strategy has been **Changed Lives → Changing Lives** for some time, encapsulating the idea that truly changed lives will positively affect and influence other lives; transformed Christians will lead to other lives being transformed as they become Christians too. Our vision and strategy align well with the national vision and strategy. We have adopted our own three bold outcomes by 2030:

- Doubling the number of children and young disciples.
- 200 new Christian communities.
- Every parish, benefice and deanery showing signs of revitalisation.



Our first request for investment to the Strategic Mission and Ministry Board (SMMIB) for £1m earlier this year was successful. It includes funding for a first tranche of 7 youth ministers in key churches across the diocese as well as funding for our Programme Office, including expansion of communications support and a data and measurement capability. We also have agreement in principle to fund a church plant. We are working with the Church Revitalisation Trust (HTB) on plans for a programme of plants.

In addition to the SMMIB funding, we are running the Youthscape LaunchPad for parishes keen to start or develop youth work. We envisage further tranches of children and youth ministers being necessary over the coming years and we are exploring a number of different models that could work in the different contexts across the diocese (i.e. urban, rural, mixed).

Find out how our strategy is evolving and how our work is being prioritised in our latest [Strategy Update September 2022](#).



Job Description and Person Specification of the Diocesan Secretary

Role Profile

Job Title	Diocesan Secretary
Contract	Permanent
Salary	Circa £75,000
Hours	35 hours per week
Staff Team	Diocesan Secretary's Office
Line Manager	The Bishop
Works with	The Bishop and Chair of the Board of Finance

Job Context

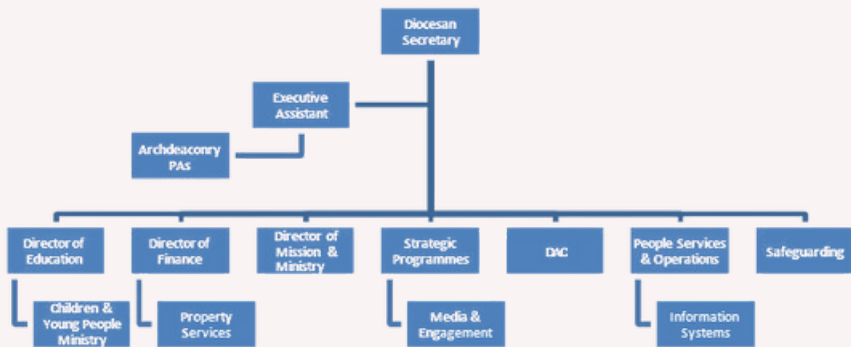
The role of Diocesan Secretary, as Chief Operating Officer is the most senior administrative leader employed in the diocese. Their role is to help lead strategic planning, shape policy and manage the Diocesan Office to effectively implement the Diocese's vision and strategy.

Through excellent leadership, the post holder will enable all the key functions of the Diocese to work together as an effective, modern and efficient team. This will be supported by exemplary financial management and effective governance in a Christian setting in order to deliver an excellent service to the parishes, deaneries and schools of the Diocese.

A complex and varied role, the Diocesan Secretary is the senior staff member for the Canterbury Diocesan Board of Finance (CDBF), which is the registered company and registered charity charged with managing the financial affairs and various statutory functions of the diocese.

The post holder has a unique opportunity to contribute to the mission of the Church in East Kent. It is an exciting, rewarding and highly challenging role. The post holder must be able to hold the big picture and be in command of the detail whilst being bold and confident to engage on strategic questions with a servant heart.

Structure Chart – Diocesan Secretary



Key Responsibilities

1. Team Leadership and wider church engagement

Contribute to the leadership and development of the Diocese and act as an advocate with external stakeholders

- Manage the Diocesan Office in the delivery of the diocese's vision and strategy.
- Establish collaborative relationships between diocesan directors, senior managers and their teams to enable integrated working, operating through a senior management team or similar.
- As part of the Ecclesiastical Staff Team, make an informed contribution to wider decision making.
- Work with parishes and organisations across the Diocese, supporting the mission of the Church in the heart of each community.
- Develop relationships with actual and potential key partners and funders.
- Network with Diocesan Secretaries, regionally and nationally.
- Contribute to national policy-making through national Church of England networks.

2. Strategic planning and implementation

Direct Diocesan activity to implement the Diocesan strategy as identified by Archbishop's Council and adopted by the Diocesan Synod.

- Co-ordinate the strategic planning process and operationalise implementation, with agreed prioritisation of ongoing and development activity to be delivered within available resources.
- Consult with and make the appropriate recommendations to the relevant boards, councils and synod on strategic and policy issues in a timely and effective manner which may have wider implications for the status and reputation of the Diocese.
- Identify and manage risks with serious operational and strategic risks reported to the Archbishop's Council and Diocesan Board of Finance.

3. Serving and supporting the Diocese.

Lead the Diocesan Office in offering outstanding service provision to licensed ministers, parishes and their officers in accordance with the vision of the Diocese.

- Encourage a culture of sustainable and flourishing relationships between the Diocesan Office and the deaneries, parishes and clergy.
- Inspire and model a servant-hearted approach to those whom the Diocesan office and officers serve.
- Manage the diocesan staff teams in an efficient, modern and cost effective way which is designed to meet the needs of the wider diocese.
- Ensure external providers deliver best value and adhere to service level agreements.
- Promote and enable an open and honest culture with robust processes which engenders trust in the safeguarding of children and vulnerable adults in our diocese.

4. People management

Manage diocesan employees and volunteers in accordance with the Christian vision and values of the Diocese and to the highest standards of best practice.

- Encourage and enable a collaborative and supportive working culture informed by an approach that is 'thoroughly professional and distinctively Christian'.
- Implement best practice and legal requirements under duty of care and employment legislation whilst ensuring that performance is linked to the outcomes of the Diocesan Strategy.
- In partnership with senior leaders and People Services, plan people resources needed to meet objectives and targets and to deliver the Diocesan Strategy and vision.
- Ensure the Diocese is a good place to work and employer of choice with a strong focus on staff engagement, inclusion, development and wellbeing.
- With Senior Management colleagues drive a culture of high quality, innovation, and continuous improvement across Diocesan staff teams building connections with staff, officers/clergy and parishes to inform modern ways of working.
- Empower diocesan directors and senior managers through departmental objectives to ensure performance is aligned to the Diocesan Vision and Strategy.

5. Governance support and statutory responsibilities

Ensure the effective administration of diocesan governance structures enabling it to meet its objectives and legal obligations

- Oversee the functions of the Diocesan Synod, Archbishop's Council and the Diocesan Board of Finance.
- Act as Presiding Officer for Synodical elections and oversee the running of elections to Synods, Boards and committees.
- Liaise with the Registrar, Chancellor and NCLs to enable parishes and stakeholders to have legal and technical guidance on company, charity practice, ecclesiastical law and standing orders of committees.
- Ensure proper statutory reporting.
- Oversee processes which ensure the appropriate action and reporting of safeguarding issues or disclosures, including to the Charity Commission; the Diocesan Secretary is a key member of the Safeguarding Advisory Panel and line manages the Safeguarding Advisers.

6. Financial accountability

Be responsible for the financial performance and sustainability of the Diocese, working with the Director of Finance, Board of Finance and associated governance structures.

- Liaise with the Director of Finance and the Chair of the Diocesan Board of Finance in the preparation of the annual income and expenditure budget for submission to the Archbishop's Council and Diocesan Synod.
- Ensure the Diocese has a sustainable financial model to enable the Diocesan Mission that develops and evolves as the external environment changes, and safeguards the Diocese's financial investments for the future.
- Encourage a collaborative approach to financial planning with parishes, synods and senior leaders to enable effective budgeting.
- Secure funds to the Diocese which meet the wider mission of the Diocese and/or objectives laid down in the strategic plan.
- Oversee initiatives for income generation and funding to maintain financial sustainability for the Diocese as a whole.
- Direct the effective management of capital assets.
- Constantly review structures, processes and resources to achieve best value.
- Work with other regional dioceses, where appropriate, to share and deploy resources more effectively.

Contact with others

Internal All departments of Diocesan House, the Bishop's Office and Cathedral Offices.

External All diocesan Parishes, Clergy and Deaneries, Church Commissioners, National Church Institutions, Diocesan Registry, Lambeth Palace, Deanery and Parish representatives.

Person Specification

Essential

- A successful track record of inspirational leadership in an organisation of comparable scale, complexity and profile.
- A strong understanding of the wider Church of England landscape with a demonstrable commitment to the aims and mission of the Diocese of Canterbury/Church of England.
- Proven capability to develop and lead organisation wide strategies and their implementation, bringing with them a diverse range of stakeholders and partners.
- An understanding of, and vision for, the flourishing of the Church's presence in, and service to, all of our communities.
- Strong commercial acumen, able to bring creativity to develop existing and new financial streams for the Diocese that will enable it to fund our Christian mission and common life.
- A commitment to inspiring a culture of collaboration and inclusion across staff, clergy, parishes and congregations.
- Knowledge of national policy and strategy within the Church of England, and the ability to work constructively with a range of influential bodies and partners.
- Evidence of interacting with governance board/committee members on a regular basis.
- Proven experience of financial management and budget control.
- Ability to operate in a rapidly changing environment with limited resources.
- Demonstrable ability in strategic and operational planning, budget and KPI setting and ongoing performance monitoring and evaluation.
- Inspirational leadership qualities gained in multi-faceted organisation(s).
- Able to engage and work collaboratively with a wide range of internal and external stakeholders from a diverse range of backgrounds, networking and negotiating skills as appropriate.
- Excellent presentation and public speaking skills to influence audiences in a wide variety of internal and external settings.
- Willingness to travel within the UK.
- There is a genuine occupational requirement under the Equality Act for the post holder to be a practising Christian with membership of the Church of England or a member of a church in communion with it.

Desirable

- Relevant postgraduate qualification in either management/business or education.
- Good knowledge and understanding of not-for-profit or charity sector organisations.

Equalities and Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual.
- reflects the diversity of the nation that the Church of England exists to serve.
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy <https://www.canterburydiocese.org/safeguarding>. If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and/or dismissal.

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese. The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

Health and Safety

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

Contract, Salary and Benefits

- £75k.
- Permanent contract.
- 35-hour week.
- 15% employer pensions contribution.
- Generous life insurance.
- 24 days annual leave + Christmas closure.
- Birthday Leave.
- Wellbeing day per annum.
- Central Canterbury location with free parking.



Timeline, Application process and How to apply

Timeline

- | | |
|------------------------------|--|
| Friday 3 November 4pm | – Applications close. |
| w/c 6 and 13 November | – Thewlis Graham consultant interviewing of interested candidates. |
| Monday 4 December | – Diocese of Canterbury First interviews. |
| Thursday 7 December | – Diocese of Canterbury Second interviews. |

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Person Specification section and the people who best meet these will be invited for interview with Thewlis Graham online.

Those candidates not invited to interview will be advised by email by the end of November. Longlisted candidates will be advised by email. After a consultation between the Diocese of Canterbury and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the client. There will be first and second stage client interviews.

How to apply

To apply for this position, please complete the three steps below, emailing your documentation to applications@thewlisgraham.com quoting reference AA0701.

1. Your CV in Word format only.
2. Your covering letter in Word format only, to cover the following points:
 - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
 - Your current remunerations details and notice period and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission).
 - Please keep the letter to a maximum of three pages in total.
3. Please complete the Diversity Monitoring form, please see the next page.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Butcher on 020 7850 4781 or email clb@thewlisgraham.com if you have any queries.

If you would prefer to receive this candidate brief in a more accessible format, please contact us.

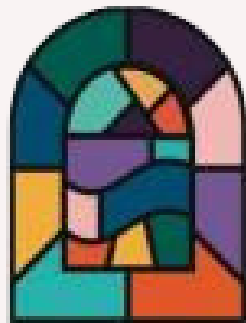
Diversity and Inclusion Monitoring

Diversity and inclusion monitoring is independent of the recruitment process but please do send a completed form with your application. Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Lizzy via email Lint@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you.



LIVING
IN LOVE
& FAITH

Contact Us

Thewlis Graham Associates

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