



Diocesan Secretary

Salary: £75,000 plus benefits

Location: Canterbury

Contract: Permanent

The Diocese of Canterbury is the oldest in England and serves a very diverse range of communities in East Kent. 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 aim for a flourishing future for our Church based on growth in discipleship, confidence and numbers as set out in our vision "Changed Lives → Changing Lives".

We are now looking for a senior manager to support this vision as the Diocese's senior administrator to help lead our strategic planning, shape policies and manage the key functions of the Diocesan office to ensure an effective, modern and efficient service that serves and supports our parishes. This is a unique opportunity to contribute to the mission of the church by:

- effectively managing the administration of our governance to develop and deliver outstanding services to licensed ministers, parishes and their officers in accordance with our vision
- ensuring the Diocese has a sustainable financial model that is able to meet changing demands and safeguards the Diocese's financial investments for the future
- effectively manage our employees and volunteers in accordance with the Christian vision and values of the Diocese.

We are looking for someone who has:

- A successful track record of leadership in an organisation of comparable scale and complexity including developing and implementing strategies and effectively engaging stakeholders.
- A strong understanding of the wider Church of England landscape with a demonstrable commitment to the aims and mission of our Diocese.
- Proven experience of effective financial management and budget control at a senior leadership level.
- Strong commercial acumen enabling the Diocese to creatively develop new financial streams to fund our Christian mission and common life.
- Ability to lead and develop diverse, high performing teams with a commitment to creating and maintaining a culture of collaboration and inclusion across staff, clergy, parishes and congregations.
- Ability to effectively manage performance by setting appropriate KPI's , monitoring and evaluating progress.
- Understands how to create a workforce that reflects the diversity of the nation that the Church of England exists to serve and enable all staff to develop their full potential.
- 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.
- Excellent presentation and public speaking skills to influence audiences in a wide variety of internal and external settings.
- 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.

Full details of the role and responsibilities required can be found in the link below. Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference AA0701. The closing date is 3 November at 4pm. For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com.