

Diocesan Secretary

Location: London

Salary: Attractive Package

The Bishop of Southwark is seeking a Diocesan Secretary to support the work of one of the largest, and most diverse dioceses in the Church of England serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking alongside those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways. The Diocese ministers to nearly three million people over an area of 317 square miles through its 293 parishes and 105 church schools. Our Southwark Vision is founded on mutual commitment, speaking well of one another, walking together in the pilgrimage of faith, and seeking to be Christ-centred and outward-focused in all we do

The Diocesan Secretary (DS) is the lead officer within the Diocesan Administrative Structure, working closely with the Diocesan Bishop in advancing the mission of the Diocese and serving the people of South London and East Surrey. The Diocesan Secretary is the Chief Executive officer of the Diocesan Board of Finance, and the Chief Operating officer to the Diocese and incorporating the role of Secretary to the Diocesan Synod.

The DS reports to the Diocesan Bishop and has the following key accountabilities.

Some of the key accountabilities:

- Lead and develop the executive function of the Diocese especially through the Senior Management Team and the interdepartmental working groups.
- Lead and enable the Governance of the Diocese to continue to flourish and develop.
- Ensure and build further the culture of partnership working between diocese and parishes.
- Lead the administration of the Diocese through changes emerging in the light of both national church policies and structural changes with particular regard to safeguarding, and the national economic context with particular regard to diocesan financial resilience.
- Demonstrate good stewardship of the Diocese's resources through the effective use of people, finance, and assets.

Some of the key responsibilities:

- Lead the executive function of the Diocese to ensure the mission of the Diocese can be delivered.
- Overall responsibility for strategic finance of the diocese including the accountability for capital planning, budget setting and income generation
- Ensure the Diocese has the resources it requires to deliver Mission and Ministry.
- Lead and champion connectedness and communication for the administration, providing a model of 'servant leadership' for colleagues and parishes.
- Contribute to the strategy of the Diocese, for example working with Lay Council and through the Racial Justice Committee.
- As Data Controller for the diocese ensure full compliance with GDPR and develop, with colleagues, effective data management and security systems.
- Work collaboratively with other members of the diocesan family.

We are looking for someone who has:

- Graduate with relevant postgraduate or Professional qualification e.g., finance, legal, company secretary, MBA.
- Successful track record of organisational leadership including leading and developing diverse, high performing teams.
- Substantial demonstrable financial and budgetary experience at a senior leadership level.
- Passion for both strategy and operational processes.
- Excellent stakeholder management and successful partnership working experience.
- A practising Christian with membership of the Church of England or a member of a church in sympathy with the Anglican Communion.
- **Full details of responsibilities and the person specification 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 **AAI201**. The closing date is **8 February 2023 at 4pm**.

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com