

Stewardship Adviser

Application Pack

November 2018



Dear Applicant,

Thank you very much for your interest in the post of **Stewardship Adviser** for the Diocese of Guildford. Please find enclosed in this application pack the role advert, job description and information on the Diocese of Guildford and its setting.

Guildford is one of 41 dioceses which cover the whole of England. We have 163 parishes and 86 church schools extending across two-thirds of Surrey, North East Hampshire, into Sussex and Greater London. We have 217 church buildings which see more than 25,000 people worshipping on an average Sunday, in addition to many thousands more of all ages who use those buildings or neighboring church halls on weekdays for church activities and community clubs and meetings. All of this is supported by more than 300 clergy and around 80 staff (paid and voluntary) in our central teams.

We are at an exciting time, with our new strategy for [Transforming Church, Transforming Lives](#), and its 12 supporting goals that involve a sustained focus on growing prayerful, confident, disciples commitment to establish 100 new worshipping communities over the next 10 years; improving our church buildings; and encouraging generous giving.

This role is a fantastic opportunity for someone who genuinely desires to support the mission and work of the parishes of the Diocese of Guildford in 'transforming church, transforming lives' and who believes stewardship and Christian generosity are vital discipleship topics which underpin and resource our vision, mission and ministry.

We need a team player, ready to undertake a key role in facilitating change among our church leadership - and ultimately our congregations - as we work to encourage people in recognising the generosity at the heart of God's character and to create a culture of generosity among followers of Christ.

We are looking for a financially literate communicator who can meet parishes wherever they are in their journeys of financial stewardship and of generosity . You will be able to deliver often challenging messages in a very supportive and encouraging way at both an individual and collective level.

You will enjoy:

- Seeing short-term results (e.g. from an individual planned giving campaign) but also acknowledging that culture change within a parish is the long-term goal. Some of the results from your work will be measurable, others will be immeasurable.
- Being able to work on both a theological and a highly practical level.
- Demonstrating servant leadership in providing training and advice to parishes, but also acknowledging that we are all under God's grace, that we use our giftings for His glory, and that we are all on individual discipleship journeys.

- Encouraging parishes to look upwards and outwards, rather than downwards and inwards.

The role is for 23 hours a week, requiring a flexible approach to a varied workload. You will be responsible for project management, training, and parish support; creating new resources, facilitation of current good practice, statistical analysis, and good liaison with colleagues and networks. Much of the work will be undertaken during the day, but you will need to be available for evening (and occasionally weekends) when PCC meetings take place and also when a number of treasurers and other key parish people are free.

You will be very ably assisted by the Stewardship Support Officer who, as well as working closely with you across all areas of the role, has day-to-day oversight of the Parish Giving Scheme, digital giving and stewardship statistics. You will also find you are richly blessed to be part of a very supportive team and wider staff.

The job will be offered on a 12 month contract because all new appointments are currently being offered on that basis while our central team structures are being reviewed.

I look forward to receiving your application which should consist of a completed application form and a supporting statement (no more than two sides of A4) detailing your reasons for applying, what you can bring to the post and how you meet its requirements; and details of three referees, one of whom should be your current employer.

The closing date for receipt of applications is **12 noon on Monday 17th 2018**, with interviews being held on **Monday 7th January 2019**.

Yours faithfully,

Wendy Kennedy

Interim Director, Parish Development and Evangelism



Stewardship Adviser

23 hours per week (0.66 FTE) with some evening and weekend working required
12 months fixed term contract

This is a fantastic opportunity for someone who genuinely desires to support the mission and work of the parishes of the Diocese of Guildford in our mission of 'transforming church, transforming lives' and who believes stewardship and Christian generosity are vital discipleship topics which underpin and resource our vision, mission and ministry.

We need a team player, ready to play a key role in facilitating change among our church leadership - and ultimately our congregations - as we work to encourage people in recognising the generosity at the heart of God's character and to create a culture of generosity among followers of Christ.

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This post carries an occupational requirement that the post holder be a Christian, as permitted under the Equality Act 2010.

For further details and how to apply, please download our application pack.

Closing date for receipt of applications: 12 noon on Monday 17th December 2018

Interviews: Monday 7th January 2019

JOB DESCRIPTION: DIOCESAN STEWARDSHIP ADVISER

12 MONTHS FIXED TERM CONTRACT

Accountabilities

Interim Director of the Parish Development & Evangelism Team

Responsibilities

Assistant to the Diocesan Stewardship Adviser

Relationships

Parish Development & Evangelism Team, wider Diocesan staff, clergy, parishes, PCCs

Job Purpose

To work alongside and support parishes in the areas of Christian generosity and financial stewardship to ensure the resourcing of ministry and mission across the diocese.

Faith

This role carries an occupational requirement that the post holder be a Christian who is sympathetic to the diversity & traditions within the Church of England

Duties and Responsibilities

Principle core area of work: Planned giving

- Promote the practice and teaching of Christian planned giving, encouraging parishes and their congregations to view money in the context of discipleship, mission and ministry.
- Encourage and enable parishes to implement a vision-centered stewardship programme and annual review cycle, to ensure that 'money follows vision' within a church's budgetary cycle.
- Offer timely training, advice, resources and support on all areas of planned giving.
- Maintain and develop the Parish Stewardship Promoters network across the diocese.
- Encourage the use of the Parish Giving Scheme and providing ongoing support to registered parishes.

Other core areas of work:

- To have up-to-date knowledge of regulations governing Gift Aid and the Gift Aid Small Donations Scheme (GASDS), providing appropriate advice to parishes in order to maximise potential income in this area.
- To advise parishes on the successful planning and implementation of capital funding projects, provide information on sources of external funding, and offer guidelines for the setting up of Friends Schemes as requested.
- To encourage parishes to promote Christian giving through Wills and Legacies.
- To advise parishes on mechanisms for giving, including new forms of digital giving.

General:

- To play a full part in forming and supporting the PDE team’s vision and plans, within the Diocesan Strategy and purpose.
- To work collaboratively with other diocesan colleagues as appropriate, especially those in the Administration Team who have responsibility for Parish Share.
- To attend BSM, Diocesan Board of Finance and Deanery/Synod and Chapter meetings as required.
- To analyse key stewardship data, reports and initiatives, and provide reports as appropriate.
- To work collaboratively with the wider national and regional stewardship networks, sharing and disseminating good practice.
- To support Treasurers, Parish Stewardship Promoters, Gift Aid Secretaries on areas of Christian stewardship through meetings, presentations, training, newsletters and other forms of communication – and to encourage them to share good practice.

PERSON SPECIFICATION: DIOCESAN STEWARDSHIP ADVISER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good GCSEs or equivalent in Maths and English. 	<ul style="list-style-type: none"> • Degree level or equivalent.
Experience	<ul style="list-style-type: none"> • Knowledge and theological understanding of the principles of Christian giving and stewardship. 	<ul style="list-style-type: none"> • Experience of the charity and/or fundraising environment.
Knowledge	<ul style="list-style-type: none"> • Understanding of leadership and management principles. • Good knowledge of the Church of England. • Financially literate – able to read and understand parish accounts. • At least a basic knowledge of investments. 	

<p>Skills</p>	<ul style="list-style-type: none"> • Can quickly establish credibility and respect and build strong working relationships with parishes and other departments. • Good communication, IT, verbal and presentation skills. • Self-starter with good organisational and analytical skills. • Ability to read and analyse straightforward data and to interpret and communicate key information effectively. • A team player able to enjoy collaborative styles of working, but also able to be effective when working alone. 	<ul style="list-style-type: none"> • Determined approach to delivering solutions • Appreciation of different personality and behavioural styles
<p>Behaviours</p>	<ul style="list-style-type: none"> • Ability to form effective working relationships with a diverse range of people and organisations including colleagues, clergy, PCCs, and the national Church. • Ability to motivate others. 	<ul style="list-style-type: none"> • Flexibility – adapting and working effectively with a variety of individuals and situations.
<p>Personal</p>	<ul style="list-style-type: none"> • Professional approach • A Christian, personally committed to the principles of Christian stewardship and to the Church of England and sympathetic to the diversity of traditions within it.* 	<ul style="list-style-type: none"> • A good working knowledge of the Church of England and its structures. • A passion to make a difference to the mission and ministry of the Diocese and its parishes.

*This post carries an occupational requirement for the post holder to be a Christian, as permitted under the Equality Act 2010.

The Diocese of Guildford and its setting

A. Area, People and Community

The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of North-East Hampshire. It also includes one parish in a London borough and one in rural West Sussex. In the northeast, it is largely suburban, but moving south and west, there are a number of distinct towns and numerous villages. This part of the Diocese has a rural feel, but good road and rail links to London and elsewhere mean that there is much commuting within these areas.

The population is just over a million, rising in line with the national rate. Notwithstanding the rural areas, the average population density is above average, both regionally and nationally.

The area is rightly perceived as affluent, but there are other perspectives. There are surprisingly high levels of domestic and sexual abuse. The population is quite mobile, but the cost of housing is very high and there are issues of homelessness in the towns. The government wants a significant number of new homes to be built in the area, but there is much lively debate about where they might go.

Taken as a whole, the Diocese has the lowest average IMD (Index of Multiple Deprivation) in England, but the picture is not uniform. Throughout the area there are tight pockets of deprivation, enclosed within housing estates or even within a few streets, with high levels of child poverty, low income, poor mental health and other significant problems. Often they are



adjacent to affluent areas that camouflage the extent of need, driving down the statistics and diverting public funds to areas of more widespread poverty in other parts of the country.

The Diocese is becoming more diverse ethnically, and there are notable Asian populations in Woking and Camberley. There has also been a large influx of Nepalese to Aldershot and Farnborough following recent Government changes to Gurkha pension provision. In 15% of parishes, the proportion of White British inhabitants is now less than 80%.

Principal occupations include Wholesale/Retail Trade, Professional & Scientific, Education, Human Health & Social Work, with significant numbers also in Information & Communication Technology and Finance. There are also a large number of military personnel (and their families) in several areas of the Diocese; Aldershot is the 'Home of the British Army' and the tri-service Defence Medical Rehabilitation Centre at Headley Court also lies within the Diocese. The University of Surrey is based in Guildford, together with the Surrey Research Park, and Royal Holloway (University of London) is at Egham. There are four major hospitals and four prisons. A significant number of key national decision makers live within the Diocese.

B. The Church in the Community

The Diocese has two archdeaconries, each with six deaneries, and a total of 163 parishes. There are very few multi-parish benefices with just one stipendiary priest.

A great deal of the work of the church is done at a local level by the parishes. The Diocesan teams support and encourage the work of the parishes, and also work with wider networks to the mutual benefit of the church and society at local, regional and national levels.

The Diocese includes churches representing all shades of Anglicanism. This wide spectrum is welcomed and a healthy dialogue informs our Diocesan view. All traditions play their full part in the life of the Diocese, and broadly speaking there is an encouraging absence of tribalism.

We are fortunate to have some 300 licensed clergy. Nearly two thirds of these are stipendiary, of whom over 90% are full-time. About a third of all licensed clergy are women, including our Suffragan Bishop and Dean, with a higher proportion amongst Self Supporting Ministers. There is a significant number of clergy couples, ministering in various ways.

With more than 200 clergy and investment houses, 217 Church buildings and many parish owned halls and facilities, our property portfolio provides an essential asset for our mission and ministry across this area, whilst also supporting multiple community activities, clubs and meetings.

The proportion of the population attending church, both adults and young people is above the national average, but overall numbers have dropped, albeit slightly more slowly than the national average. With a changing population, ministry to new parishioners is a significant task.

Church communities vary in size, but about half have an average Adult Weekly Attendance of over 100 (with 12 parishes over 300 in 2014). Nearly three quarters have an Electoral Roll over 100.

Parish clergy, authorised lay ministers and other lay members, including chaplains, are not only engaged with church schools across the Diocese, but also with over 250 county and independent schools. Many of the latter have church foundations.

Many parishes are involved with their local communities, not just by way of occasional offices, prayer and financial support, but in active engagement through projects such as CAP (Christians Against Poverty) Centres, Street Angels/Pastors, Food Banks, furniture recycling to needy families, chaplains to GP surgeries, Night Shelters and Credit Unions.

Often this work is ecumenical and/or organised across an area, such as a deanery.

C. Diocesan Teams

There are five teams and around 80 staff based at Church House in Guildford, located in the Surrey Research Park. Their work is arranged to focus on the priorities underlying the 12 goals of the Diocesan mission strategy, [*Transforming Church, Transforming Lives*](#).

The **Administration Team** provides support to parishes as well as carrying out the multiplicity of tasks necessary to running the church regionally, and as part of a national church. This includes looking after our large property portfolio, principally clergy housing; running our central processes and professional functions for Finance, HR, Safeguarding and Communications.

The **Discipleship, Vocation and Ministry Team** is tasked with the recruitment, training and support of clergy, and licensed and authorised lay ministers working in parishes and other places where ministry is offered. DVMT is a significant player in the South Central Regional Training Partnership of which the Bishop of Guildford has been a Partner for 5 years.

The work of the **Parish Development and Evangelism Team** involves coming alongside congregations to help them enable growth in the ways encompassed by Transforming Church, Transforming Lives. This may include helping parishes to develop their vision, release the resources needed to pursue it and to re-imagine what church should be. The team also provides resources for parishes to help them in work with young people and with outreach, perhaps in new and imaginative ways, including Fresh Expressions and planting new congregations.

Support for church schools, colleges and universities is provided via our **Education Team**. The expert services provided by the team are valued by church and county schools alike. The 85 church schools (53 voluntary aided) in the Diocese include three high-performing secondary schools. There are also 11 Affiliated schools. At the end of 2017 there were 14 academies (twelve

primary and two secondary), 11 of which are under the care of the Diocese's Good Shepherd Trust. The development of this programme has been a major source of new work and is being enthusiastically embraced in line with national Church initiatives. Through this and all other work, we will improve the education of our 22,000 children, strengthen our schools' Christian ethos and continue to grow our presence in the community.

There are many examples of involvement in local communities, organised by or through the **Communities Engagement Team**. This engagement is seen as central to healthy mission, enabling our faith and spirituality to be exposed to the challenges needed to open up and grow. The work done includes Family Support, Health & Wellbeing, Restorative Justice and Surrey Faith Links. Much of this work directly supports and encourages parishes to engage with their local communities, whilst some involves larger networks. Over half the cost of this work is externally funded.

D. The Bishop's Staff and Diocesan Structures

The Diocesan Bishop's Staff is more broadly based than in many Dioceses, including team directors and the Bishop's Chaplain as well as senior clergy. There are two bishops in the Diocese of Guildford - Bishop Andrew as the Diocesan Bishop and Bishop Jo as Suffragan. Her role is to assist him in various episcopal functions – public engagement, parish visits, clergy pastoral care, confirmations – and to oversee certain aspects of life in the diocese, in particular the Diocese's 85 schools and the work of Discipleship, Vocations and Ministry.

Bishop's monthly staff meetings include sections for general business; delivery of our strategy; "people" including appointments and staff; "places" including parishes and housing etc. A smaller meeting for Bishops, Archdeacons, Diocesan Secretary and Dean (which exists predominantly for prayer and mutual support) also meets on a regular basis. The Bishop's Staff Meeting is the formal safeguarding committee and is advised by a safeguarding panel with an independent chair.



Like many Dioceses, Guildford has brought together a number of committees to join up policy, priorities and finance, so that the members of the Bishop's Council are the standing committee of the Diocesan Synod, the board of directors/trustees of the Diocesan Board of Finance, the Mission and Pastoral Committee and the Property and Parsonages Committee. The Bishop's Council is as small as is practicable. It is supported by a non-executive Finance and Audit Committee and a Housing Advisory Committee. There is not a great deal of pastoral committee work. When detailed consideration is required an ad hoc group is formed from all the interested parties. Members of the Diocesan Synod are also members of the Diocesan Board of Finance. The other main committees are the Diocesan Advisory Committee and the (unincorporated) Diocesan Board of Education, chaired by Bishop Jo.

E. The Cathedral

The Cathedral itself sits in the geographical centre of the diocese and has, in recent years, begun to address the physical isolation from the town of Guildford and to reach out to parishes, schools and chaplaincies of our Diocese. It seeks to serve as the 'Mother Church' for the Bishop in his mission and ministry but also as a resource to the whole community of Surrey and north-east Hampshire. Underlying the plans for a residential development on part of the site and for a £7.5m renovation and improvement project already underway is the intention of the Cathedral to provide a place of welcome, worship, inspiration and engagement for the furtherance of God's kingdom.

F. Finance

The Diocese has an annual budget of around £11 million and aims to achieve a breakeven position each year. Since 2009, budget increases have averaged 1.7% p.a., in line with average earnings but well below underlying inflation. Around 70% of budgeted costs relate to ministry provision and training; 11% relate to our contribution towards the national church; and the remainder mainly funds the work of the central Diocesan teams. The Diocese has very limited investments and the budget is almost entirely funded by parish share receipts.

Parish Share is determined by allocating direct ministry costs according to the number of incumbents, which results in a request of around £55,000 a year per incumbent post; smaller parishes may share an incumbent. Remaining 'shared' costs are allocated in accordance with a formula involving adult Sunday attendance and a prosperity factor.

G. International links

The Diocese has a long-established link with the Anglican Church of Nigeria, which is a valuable channel of communication for the Communion as a whole. Episcopal leadership, including travelling to and receiving visits from our link partners, is vital in fostering this strategic

relationship. We also have a link with the Roman Catholic Diocese of Evry (on the outskirts of Paris) and the Lutheran Church in the Diocese of Viborg, Denmark. Many parishes also have links to these and other parts of the world.

How to apply

Please complete the attached application form and return to: recruitment@cofeguildford.org.uk or to Lynda Donaldson, HR and Safeguarding Director at Church House Guildford, 20 Alan Turing Road, Guildford, GU2 7YF, by the closing date.



JOB APPLICATION FORM

Job Ref No:

Job Title: Diocesan Stewardship Adviser		
Where did you see this job advertised?		
Title:	Surname: Previous Surname (if applicable):	First names (for official purposes):
Current Address:		TELEPHONE:
Postcode: _____		Daytime: _____
Email: _____		Evening: _____
		Mobile: _____
		E-mail address: _____

EMPLOYMENT DETAILS

PRESENT EMPLOYMENT

Current or most recent employer:	
Address:	Start date:
	End date:
Job title and key responsibilities:	

What period of notice are required to give:	Reason for leaving
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PREVIOUS EMPLOYMENT

Start date	End date	Name of employer	Job Title and Key responsibilities	Reasons for leaving

(Please continue on separate sheet if necessary)

EDUCATIONAL AND QUALIFICATIONS

Date gained	Subject	Qualification and Grade/s	Awarding Institution

College and/or University	From	To	Details of examination results and qualifications held

Key training completed

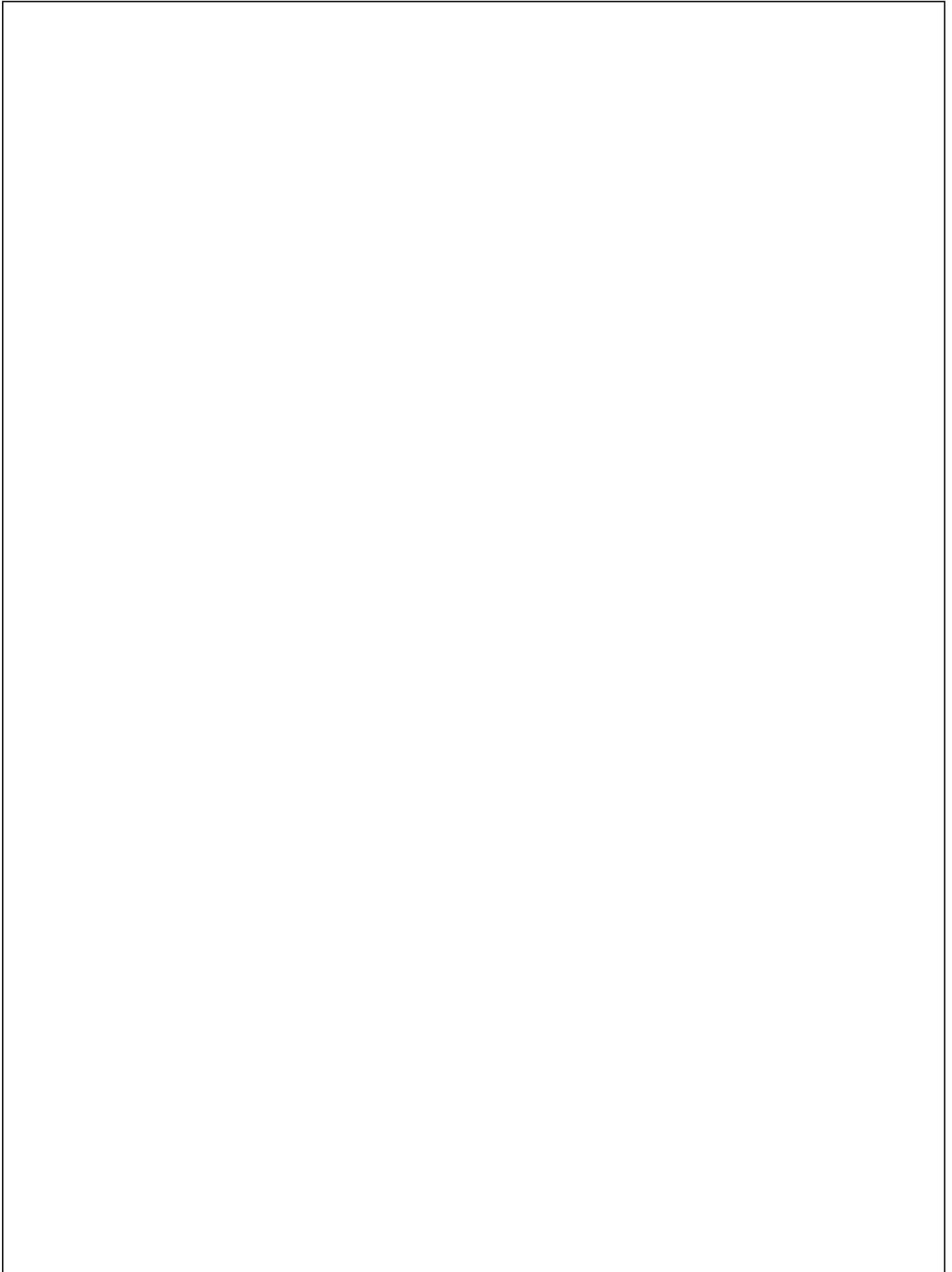
Topic covered	Training provider	Date completed

PROFESSIONAL MEMBERSHIP/REGISTRATION

Issuing body	Registration number	Date gained	Expiry date

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. You may continue on an additional sheet, if necessary.



REFERENCES

References Please give the names and addresses of three referees, one of whom should be your current or most recent employer. Please note that we cannot accept any references from family members.
<u>PRESENT OR MOST RECENT EMPLOYER: May we approach for reference now?</u> <i>Please circle</i> YES / NO
Name:
Address:
Telephone number:
Email:
Occupation:

Name:
Address:
Telephone number:
Email:
Occupation:

Name:
Address:
Telephone number:
Email:
Occupation:

ADDITIONAL INFORMATION

<p>Please note here any other employment that you would wish to continue with if you were to be successful in being appointed to this role.</p>
<p>Please share any additional information that is relevant to your application, e.g. any special requirements should you be invited to interview or dates when you would be unavailable for interview.</p>
<p>Do you hold a current driving licence? Please circle YES / NO</p>

DECLARATIONS

This section to be completed only for roles which are a regulated activity relating to **[insert group, i.e. children and/or adults]** within the meaning of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

In addition, the post you are applying for is a regulated activity with **[insert group i.e. children/adults]**. If you have been barred from undertaking regulated activity with [insert group], you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and the circumstance and background of the offence.

Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

In addition, the post you are applying for is a regulated activity with [vulnerable group] within the meaning of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006. If you have been barred from undertaking regulated activity with [*insert group, i.e. children/adults*], you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

Have you at any time been convicted of an offence, spent or unspent?

*YES / NO *Delete as appropriate

Have you ever received any cautions, reprimands, final warnings or convictions?

*YES / NO *Delete as appropriate

PROFESSIONAL CONDUCT

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? *YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?

*YES / NO *Delete as appropriate

At the same time I agree to inform the Diocese of Guildford immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? *YES / NO *Delete as appropriate

If you have answered YES to any of the above questions, please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

GENERAL DATA PROTECTION REGULATIONS

Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a Diocese we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further, and new, obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

Type of data	Why we wish to hold it	How long it will be kept for
Recruitment data		
Previous employers	This will allow us to make a decision on your suitability for employment/engagement.	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months.
Types of job held at other companies.		
Previous salaries.	It will help us to decide which team you may be most suitable in.	If a job offer is made and more comprehensive GDPR consent form will be issued.
Skills and qualifications obtained.		

Agreement to use my data

I hereby freely give my prospective employer *[insert name]* consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Protection Officer for our Diocese is Diocesan Communications Director, and I can contact him/her directly if I have any questions or concerns.

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name _____

Signed _____ **Date:** _____

Declaration

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed "not fit" to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed: _____ **Date:** _____