



JOB TITLE: Diocesan Secretary

LOCATION: The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL

GRADE: Grade 12

REPORTING TO: The Bishop of Rochester

PURPOSE OF JOB

The Diocese of Rochester is called to grow the Church by making disciples and to enrich the common good through Christ-like service in the wider community, stewarding the resources at its disposal with faith and prudence. This is the essence of its *Called Together* vision.

The role of Diocesan Secretary, as Chief Operating Officer, is to help lead strategic planning, shape policy and manage the Diocesan Office to ensure this vision is implemented. This will be achieved by excellent team leadership and administration, exemplary financial management and effective governance in a Christian setting.

PRINCIPAL ACCOUNTABILITIES

The Diocesan Secretary has overall accountability for the operations of the diocesan office, delegating these responsibilities to directors and other senior managers and their teams as appropriate.

1. Team Leadership and external engagement

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

- Manage Diocesan Office in the delivery of the *Called Together* vision
- Establish collaborative relationships between diocesan directors, senior managers and their teams, where information is shared to enable integrated working; operating through a senior management team or similar
- As part of the Bishop's Leadership Team, to 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

Lead where appropriate, the development and delivery of Diocesan-level strategic thinking

- Be involved creatively with the life of the Diocese, developing strategic initiatives and building capacity
- Develop planning and monitoring processes, based on available and potential data sources
- Communicate, implement and evaluate these processes
- Liaise with National Church Institutions (NCIs) and other dioceses to understand and embed best practice

3. Service delivery and standards

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 productive and flourishing relationships between the Diocesan Office and the deaneries, parishes and Bishop's Mission Orders, giving attention to the way in which information is communicated and received.
- Inspire and model a servant-hearted approach to stakeholders
- Manage the office in a way that ensures service standards are met
- Ensure external providers deliver best value and adhere to Service Level Agreements
- Promote an open and honest culture which engenders trust in the safeguarding of children and vulnerable adults in our diocese

4. People management

Manage diocesan staff in accordance with the Christian vision and values of the Diocese and to the highest standards

- Plan people resources needed to meet objectives and targets and to deliver the *Called Together* vision
- Lead a holistic culture of learning, development and service amongst employees
- Empower diocesan directors and senior managers through departmental objectives and targets aligned to the *Called Together* vision
- Encourage a Christian ethos in Diocesan Office and make provision for its people's pastoral care and spiritual life
- Implement best practice and legal requirements under duty of care and employment

5. Governance support and statutory responsibilities

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

- Act as Secretary to the Diocesan Synod, Bishop's Council, Diocesan Board of Finance and Diocesan Mission and Pastoral Committee
- Act as Presiding Officer for Synodical elections and oversee the running of elections to Synods, Boards and committees
- Offer legal and technical guidance on company, charity practice and Standing Orders of committees, liaising with the Registrar, Chancellor and NCIs as appropriate
- 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 Bishop's Safeguarding Advisory Panel and line manages the Safeguarding Advisers.
- Be a trustee of the St Benedict's Centre, West Malling

6. Financial accountability

Work with diocesan directors, senior managers and others as appropriate to ensure the effective and efficient stewardship and commitment of diocesan resources to secure diocesan plans

- Encourage a collaborative approach to business planning between senior managers to enable effective budgeting
- Oversee initiatives for income generation and funding to maintain financial sustainability
- Direct the effective management of capital assets
- Review structures, processes and resources to achieve best value
- Work with other regional dioceses, where appropriate, to share and deploy resources more effectively

Key Relationships

Bishop's Leadership Team members
Diocesan directors and senior managers
Chairs & vice-chairs of boards and committees
Diocesan Board of Education
Cathedral
NCIs Officers
Other Diocesan Secretaries
Strategic partner organisations
Local authorities and other public bodies

SKILLS AND EXPERIENCE

- Personal Christian faith and practical experience of the life of the local church
- A degree or appropriate professional qualification in a relevant discipline
- Experience of senior leadership and management in an organisation of significant size, including experience of strategic planning, financial management, leading organisational change, building teams and negotiation
- Excellent leadership skills, demonstrating empathy and emotional intelligence
- Impressive communication and written skills
- An understanding of, and vision for, the flourishing of the Church's presence in, and service to, all of our communities
- Capacity to think creatively, developing new approaches and solutions
- A working understanding of the Church of England structures and governance
- Commitment to and proven capacity for working consultatively and in partnerships
- High standard of numeracy and IT skills
- Highly motivated and energetic, eager to deliver
- Good understanding of safeguarding in the context of the Church of England and the requirements of a diocesan secretary
- The highest standards of personal and professional ethic and integrity, especially in relation to financial probity

The role will require the post holder to travel throughout the diocese, sometimes in the evening and at weekends.

The post holder will be the public face of the Diocese, it is considered that there is an Occupational Requirement (OR) for the postholder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance

The Diocese takes the safety of everyone within its churches very seriously and expects that all will work within the Church of England's safeguarding policies. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to raise this immediately with their manager or safeguarding officer

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.