



The Diocese of  
Southwark

## Administrative Assistant (Department of Discipleship and Ministry)

### Vacancy Information Pack

*Closing date: Monday, 16<sup>th</sup> September 2019*  
*Interviews: Monday 23<sup>rd</sup> September 2019 from 2.00 p.m*





The Diocese of  
**Southwark**

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Dear Applicant

I am delighted that you have shown an interest in the role of Administrative Assistant with the Department of Discipleship and Ministry.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the Diocese. The deadline for applications is Monday 16<sup>th</sup> August, with assessment and interview for shortlisted applicants on 23<sup>rd</sup> September from 2.00 p.m.

This post provides an exciting opportunity to support the provision of training courses for people in parishes and their leaders, and to make a real difference to the work of the Diocese, in supporting our parishes and serving the people of South London and East Surrey.

If this is a role that excites you and you believe that you have the necessary skills, experience and imagination, we would very much like to hear from you.

With best wishes

The Revd. Canon Dr Mandy Ford  
Director of Discipleship and Ministry - Diocese of Southwark  
Canon Chancellor Southwark Cathedral



Loving God  
Walking with Jesus  
Led by the Spirit  
*Luke 24:13-35*

**The Diocese of Southwark**

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)  
Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678  
Company Secretary: Ruth Martin





## The Diocese of Southwark

### Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

### JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant (part-time)
<b>Department:</b>	Discipleship and Ministry
<b>Salary:</b>	£12,480 (£20,800 per annum, pro rata)
<b>Hours of work:</b>	21 hours per week, with potential for a term-time only contract
<b>Reports to:</b>	Department Administrator

#### Overview

The Diocese of Southwark is the collective name for the Church of England in South London and East Surrey, consisting of many and diverse churches, chaplaincies and schools. There are over 300 churches and 250 full time clergy, together with hundreds of volunteers and 40,000 regular worshippers, in the diocese. The role of the Department of Discipleship and Ministry is to provide education and training for people in parishes and for their leaders. We do this through a variety of courses and events, particularly a year long course “Growing in Faith and Life” which is aimed at people in parishes. We offer specialised training to those who will become authorised ministers in the church, currently as Licensed Lay Ministers or Readers, and as Southwark Pastoral Auxiliaries. We oversee the training of curates in their parishes and provide continuing professional development for the clergy and those in authorised ministry.

#### Context

The Department is located in Trinity House, the Diocesan Offices near to London Bridge. The staff consists of a Director, an Assistant Director, a Training Co-ordinator (part time) and an Administrator.

We work closely with our colleagues in the Department of Mission and Evangelism, and the Department of Vocations.

Most of our programmes are delivered in school term times and there are pressure points during the year, either when there is course material to be sent out or when significant numbers of assignments and reports are due in. One of the key roles of the Administrative Assistant will be to provide support to the department at these busy periods. There is a monthly training day for new curates, at which the Administrative Assistant is required to be present to ensure the smooth running of this day.

These take place on the 2<sup>nd</sup> Thursday of each month, and for 2019/20 are:  
10 Oct, 14 Nov, 5 Dec, 9 Jan, 13 Feb, 12 Mar, 2 Apr, 14 May, 11 June, 9 July

### **Duties include:**

- Take bookings and enter data for those attending courses and events
- Receive and update personal data for Readers, SPAs and others as required
- Prepare course materials: photocopying, collating and making up files and delegate packs
- Maintain and tidy the small library, chase up unreturned borrowing
- Co-ordinate receipt, marking and return of marks to students - Bishops Certificate essays
- Co-ordinate receipt, marking and return of marks to students - Curate's essays
- Manage bulk emails of newsletters and other communications
- Manage bulk mailings of programme brochures
- Photocopy, collate and mail annual mailings to Readers and SPAs
- Support SPA Training co-ordinator in administration of course
- Support Administrator in co-ordination of curate's programme
- Other administrative support as required

### **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

### **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

### **Confidentiality**

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

### **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.



## The Diocese of Southwark

### Our Values

Effective Stewardship of resources  
Respect for all

Collaborative Team Working  
Transparent Accountability

## Person Specification

### Essential

- Good IT and administrative skills with a keen eye for detail and able to work quickly and accurately
- Competence in a range of Microsoft Office applications and capacity to research and learn new skills
- Able to take direction and work to an agreed plan
- Willingness to show initiative and take personal responsibility for tasks
- Good inter-personal skills, able to communicate effectively with people from all backgrounds and of all abilities
- Able to work under pressure and manage pressure points calmly
- Flexibility - you will share a hot desk with colleagues

### Desirable

- Experience of setting up and using online booking (e.g. Eventbrite)
- Experience in an educational or church setting
- An understanding of the structures and ethos of the Church of England

**DIOCESE OF SOUTHWARK**  
**ADMINISTRATIVE ASSISTANT**

(Part-time, 21 hours per week - potential for term-time only)

**Outline terms and conditions**

**Employer**

The person appointed will be employed by the Diocese of Southwark (South London Church Fund) whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

**Normal Place of Work**

Your normal place of work will be Trinity House.

**Salary**

The post has the salary £20,800 per annum, pro rata, inclusive of London Weighting which equates to £12,480 per annum for a 21hour week under a standard contract.

**Probation**

The appointment is subject to the satisfactory completion of a 26 week probationary period.

**Hours of work**

21 hours per week (excluding lunch breaks), on days to be agreed. It is requirement to work on the 2<sup>nd</sup> Thursday of each month to cover the IME Training days. Your daily working hours will be agreed with your line manager. You may chose to work only during school term time and your hours would be adjusted accordingly.

Lunch hours are not part of your contractual working hours and the timings are subject to management agreement. Any other breaks are subject to management agreement.

**Holiday Entitlement**

You will receive 26 days (pro rata) annual leave per annum, increasing to 31 days (pro rata) after 2 years' service. There is also an entitlement to 2 local and 8 bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

## **Pension**

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the 26 week probationary period a week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## **Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

## Background Information to the Diocese of Southwark

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The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.



The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- To grow our financial resource base to allow investment in growth for the future;
- To grow our average weekly attendance;
- To increase the number of worshipping communities;
- To increase lay and clergy vocations; and
- To ensure that our leadership is more representative of the cultural communities which we serve.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment. You will find a statistical profile of the Diocese at Appendix 1.

In 2015 clergy carried out 670 funerals, 2,500 weddings and 2,600 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelter and food banks.

In 2016 the Diocese was successful in achieving a major grant from the Church Commissioners to enable and support the Church's outreach in new development areas, through our "From Battersea to the Barrier" initiative, in particular the new Nine Elms development, including the new American Embassy.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

### **Trinity House and the Area Offices**

Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Organisational charts are included within this information pack. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT).

The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Governance Committee (AGC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the AGC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These have been known under the banner of 'Lead, Enable, Serve', these are summarised in the table that follows.



**THE DIOCESE OF SOUTHWARK**  
**SOUTHWARK VISION 2017 -2025**

**HEARTS ON FIRE** with a Vision for Growth;

**Walking** with Jesus and getting to know Jesus better as we journey on

**Welcoming** all, embracing our diversity and seeking new ways of being church

**Growing** in numbers, generosity, faith and discipleship as we grow God's Kingdom

**DIOCESAN STAFF PURPOSE**

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

**DIOCESAN STAFF VALUES**

Effective Stewardship of Resources

Collaborative Team Working

Respect for All

Transparent Accountability

For the full Southwark Vision document go to: <http://southwark.anglican.org/downloads/resources/Southwark-Vision.pdf>