Diocese of Southwark

Project Co-ordinator
PCR2 Project
(Part-Time, 21 Hours per week)

Vacancy Information Pack

Closing date: 12th January 2020

Interview date: Tuesday 21st January 2020
20th December 2019

Dear Applicant,

Thank you for your interest in the role of Past Cases Review 2 (PCR2) Project Co-ordinator. This role will help continue to reinforce our commitment to ensuring that the work that takes place throughout the Diocese in our churches and in all the related activities is carried out to the highest safeguarding standards.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. To apply for the role, please complete the application form and submit by 12th January 2020. Interviews for this position will take place on 21st January 2020.

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

Yours sincerely,

Kate Singleton
Diocesan Safeguarding Adviser
**Southwark Vision**

**Christ Centred, Outward Focused**

*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*

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**Job Description:**

**Past Cases Review 2 (PCR2) Project Co-ordinator**

(Part-time 21 hours per week, fixed term expected until Dec 2020)

**Reporting To:**

Diocesan Safeguarding Adviser

**Key Relationships:**

- The Bishop’s Lead for Safeguarding
- The Diocesan Safeguarding Adviser
- The Chair of the Diocesan Safeguarding Advisory Panel
- Director of Strategic & Operational Projects
- The Director of Communications
- The Independent PCR2 Reviewers
- The PCR2 Reference Group

Archdeacons, Incumbents, Parish Safeguarding Officers, Churchwardens and PCR2 staff in other dioceses and the National Safeguarding Team.

**Background:**

This is an exciting opportunity for an individual with demonstrable experience in co-ordinating projects, experience to play a key role in achieving the effective delivery of Past Cases Review 2 (PCR2) in the Diocese of Southwark. The Project Co-ordinator will be a member of the Diocesan Safeguarding Team specifically working on PCR2.

**Job purpose:**

- to support:
  - the detailed planning and delivery of PCR2 by the end of December 2020;
- through:
  - the detailed project planning and co-ordination of all stages of the review under the guidance of the Diocesan Safeguarding Adviser
  - the coordination and monitoring of all strategic and operational aspects of the project
  - collation of data to support and inform decisions made by the PCR2 Reference Group.
Key responsibilities:

The Project Co-ordinator is responsible for day to day co-ordination of the project from initial set up through to successful delivery, working closely with the Diocesan Safeguarding Adviser. This will involve the implementation, co-ordination and tracking of the project plans for the review.

Project Co-ordination
- Day to day co-ordination and administration of the project, proactively monitoring overall progress and ensuring that the review programme delivers on time and in line with national PCR2 Practice Guidance.
- Proactively identify any risks and issues that arise, initiating corrective action in consultation with the Diocesan Safeguarding Adviser and PCR2 Reference Group.
- Report progress of the project at regular intervals to the Diocesan Safeguarding Adviser, the PCR2 Reference Group and the National Safeguarding Team including tracking the delivery of outputs and outcomes, and make suggestions for improvement.
- Drafting of reports and updates, with necessary analysis, for circulation at a Diocesan level and for the National Church.

Communications and engagement
- Monitor the communication and engagement plan, in consultation with the Director of Communications and Diocesan Safeguarding Adviser.
- Monitoring a survivor engagement strategy.
- Co-ordinate communications between Independent Reviewers and others.
- Facilitation and administration of the PCR2 Reference Group.
- Ensure work is fully aligned to the Diocesan Staff Values and Staff Purpose.

Resource Management
- Monitor the project budget, monitoring expenditure and costs against the outcomes to be realised as the projects progresses.

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, including our mandatory training for unconscious bias.

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.

Data Protection

All staff must undertake relevant training, and ensure that they comply with the requirements of the General Data Protection Regulation.
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<th>Experience and qualifications</th>
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<tr>
<td>Relevant experience project co-ordination including co-ordinating programmes and projects in a complex environment</td>
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<td>Excellent written and verbal communication skills, including the ability to tailor words to different audiences and present credibly to church officers and survivors</td>
<td>Essential</td>
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<td>Substantial, proven, experience of handling data and preparing accurate reports using data</td>
<td>Essential</td>
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<td>Experience and demonstrable ability to work with a diverse range of stakeholders from different disciplines and with differing viewpoints</td>
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<td>Awareness and understanding of techniques for planning, monitoring and measuring projects including risk management</td>
<td>Essential</td>
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<td>An understanding of safeguarding within the Church of England</td>
<td>Highly desirable</td>
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<td>Project management qualification</td>
<td>Desirable</td>
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<tr>
<td>Graduate level</td>
<td>Desirable</td>
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<th>Skills/Aptitudes</th>
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<td>Ability to find innovative ways of solving or pre-empting problems</td>
<td>Essential</td>
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<td>Ability to be pragmatic; able to produce plans and tenaciously deliver results</td>
<td>Essential</td>
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<td>High level of literacy</td>
<td>Essential</td>
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<td>Excellent IT competency in Word, Excel and PowerPoint</td>
<td>Essential</td>
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<td>Ability to work under pressure, to changing and simultaneous deadlines</td>
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<td>Ability to deal sensitively and diplomatically with a range of people</td>
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<td>Ability to maintain a high level of confidentiality</td>
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<td>Good understanding of budget management</td>
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<td>A completer-finisher with excellent attention to detail and a real passion for detail</td>
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<th>Character and personal qualities</th>
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<td>A commitment to safeguarding in worshipping communities across the Diocese of Southwark.</td>
<td>Essential</td>
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<td>An ability to cope well with times of change and encourage others in the similar situations</td>
<td>Essential</td>
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<td>A pro-active attitude, but also happy to work as a member of a team and to the plans of others</td>
<td>Essential</td>
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<td>Dependable and can be relied on to uphold their responsibilities without having to be micromanaged</td>
<td>Essential</td>
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DIOCESE OF SOUTHWARK

PCR2 Project Co-ordinator

Part-time - 21 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance 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, although you will be required to visit area offices in Kingston and Croydon from time to time, and be able to visit other locations.

Salary

The post has the salary range of £30,000-32,000 per annum, inclusive of London Weighting, depending on experience.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

21 hours per week on days to be agreed, within normal office hours, but there will be a requirement for occasional evening or weekend meetings, for which time off in lieu will be given.

Holiday Entitlement

You will receive 26 days annual leave per annum (pro rata). There is also an entitlement to 2 local and 8 national bank holidays (pro rata). The leave year runs from 1st January to 31st 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

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.
Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one 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

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 average weekly attendance;
- to increase the number of worshipping communities;
- to grow our financial resource base to allow investment in growth for the future;
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

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.
In 2017 ministers carried out 2,860 funerals, 740 weddings and 3,220 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks.

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

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. 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 the 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 Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC 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 are known under the banner of ‘Lead, Enable, Serve’ and are summarised in the table that follows.
**SOUTHWARK VISION 2017 -2025**  
**HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.**

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<th><strong>DIOCESAN STAFF PURPOSE</strong></th>
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<tr>
<td>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.</td>
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<tr>
<th><strong>DIOCESAN STAFF AIMS</strong></th>
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<td>- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.</td>
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<td>- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.</td>
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<td>- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.</td>
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<td>- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.</td>
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<tr>
<td>- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.</td>
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