

## Gloucester Diocesan Board of Finance

## Job Description and Person Specification

<b>Job Title</b>	Head of Pastoral
<b>Salary Grade</b>	2b £46,192-£50,978 fte
<b>Status</b>	Permanent, part time 17.5hrs per week
<b>Department</b>	Pastoral Team
<b>Line Manager</b>	Bishop of Tewkesbury/Director of People and Safeguarding
<b>Reporting teams/staff (direct)</b>	DAC and Care of Churches team (3 people); Senior Church Buildings Officer (closed churches and projects); Pastoral Officer.
<b>Date of issue</b>	March 2022

**Overall Purpose of Post**

The overall purposes of this post are:

- To manage the Pastoral Team which supports, advise, and explore new opportunities for church buildings in all their contexts.
- To provide senior level support for the Bishop of Tewkesbury in his role as leading the Diocesan Mission and Pastoral Group (DMPG) and to ensure that DMPG members are able to understand and engage in its work and bring a variety of experience, knowledge, skill and interest.
- To support the Archdeacons with short, medium and long term projections of parochial posts/vacancies, that sit within the overall diocesan clergy compliment and budget.
- To ensure that the Diocesan Advisory Committee (DAC) is able to be creative and visionary and a professional body of strategy and partnership, able to understand and respond to the challenges of church buildings in communities today; whilst balancing legal and heritage, conservation and environmental challenges.
- To ensure that areas of risk are explored and well managed within the complexities of the `closed churches` agenda within church legislative provision and secular planning; and building ongoing relationships with the Church Commissioners.
- To bring a well informed and analytical approach to the diocese that will enable colleagues, committees and local communities to have a broad understanding of their wider demographical context; and to enable them to realise change.

**Role specific requirement**

Fulfilling these purposes requires the post holder to live out this role in sympathy with the overall objectives of the GDBF to promote and assist the Gospel imperative of the Church of England, particularly within the Diocese of Gloucester.

**Context in which Diocesan Jobs are carried out**

We want all our people to have good working experiences – and we seek to continually improve our working systems and arrangements. We welcome and encourage new ideas and suggestions about what we can do better

	<b>Responsibilities &amp; Accountabilities</b>	<b>Nature and Scope of Role</b>
1	To be the Pastoral Secretary for the diocese and to effectively support the DMPG in its role under the leadership of the Bishop of Tewkesbury.	<ul style="list-style-type: none"> <li>As Secretary to the DMPG to ensure members receive accurate information relating to pastoral work/pastoral schemes, suspensions, parochial vacancies, and finance and are able to take a short, medium and long term overview of ministry provision in the diocese.</li> <li>To ensure all DMPG members are kept abreast of, and able to participate in strategic discussions about diocesan and national issues, challenges and initiatives.</li> </ul>
2	To provide strategic, operational and contextual, support for the vision and mission of the diocese as these relate to church buildings, local worshipping communities and new initiatives, pastoral organisation and reorganisation.	<ul style="list-style-type: none"> <li>To pay particular attention to the legal provisions of the Church of England (Mission and Pastoral Measure; DAC Measure) and other related secular legal provisions as they relate to church buildings in a heritage and conservation context including planning.</li> <li>To work with the Director of People, and Pastoral and the Archdeacons to ensure that all schemes and plans with key 'people issues' that relate in particular to the contexts of elected officers, and of individual clergy are well thought through and have clarity.</li> </ul>
3	Supporting the Archdeacons and Officers on the processes of closing churches, and required legal process and ongoing relationships with the Church Commissioners, and all Closed Churches in the custodian trusteeship of the GDBF.	<ul style="list-style-type: none"> <li>To ensure the effective support/management and/or coordination of strategic church building approaches.</li> </ul>

		<ul style="list-style-type: none"> <li>• To focus on the DBF's risk related issues relating to the closed churches agenda</li> <li>• To support the strategies and approaches for festival churches and other national buildings management initiatives.</li> </ul>
4	To ensure quality, effective and customer facing advice support and guidance to colleagues and local communities.	<ul style="list-style-type: none"> <li>• To manage and support Team members in their areas of expertise, to role model excellent practice, monitor workload and ensure opportunities for cpd.</li> <li>• To manage allocated budgets</li> </ul>
5	To ensure the DAC operates at the highest level of expertise, experience and advice and guidance.	<ul style="list-style-type: none"> <li>• To work with and support the DAC Secretary to ensure that the DAC's work, set within the legal frameworks of the Care of Places of Worship Measure; and Faculty rules is a confident body able to focus on buildings related creative mission and vision for local communities.</li> </ul>
6	To ensure the diocese is represented on the widest of bodies as they relate to the DAC, closed churches, pastoral, Church of England review of measures, governance etc as it relates to pastoral and church buildings.	<ul style="list-style-type: none"> <li>• To maintain a close eye on national Church legislative changes, and secular changes and advise on the impact of these on the diocese at all levels.</li> <li>• To take opportunities for national, regional and local networking, that build professional and diocesan relationships across organisations, bodies, Trusts etc</li> </ul>

<b>Generic Responsibilities</b>	
1	To role model professional supportive line management and promote a positive working environment and culture.
2	To welcome visitors and/or receive incoming enquiries and telephone calls - dealing promptly and courteously with enquiries and ensuring high quality customer service at all times
3	To ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
4	To undertake as requested other duties as may reasonably be expected

## Person Specification

Attributes	Essential	Desirable
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Possess the authority, presence and integrity to command the respect of colleagues and generate the same high standing with external contacts</li> <li>▪ Polite and courteous</li> <li>▪ Strong verbal, reasoning and written communication skills</li> </ul>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level in an appropriate discipline.</li> <li>▪ Management training, through continuing professional development, or post-graduate qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Related training to church buildings, Church of England legislative provisions; secular planning; the ecclesiastical exemption; Faculty provisions.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Management experience</li> <li>▪ Experience of managing change and delivering results</li> <li>▪ Experience of building and motivating teams</li> <li>▪ Experience in formulating policy, implementing strategy and delivering results</li> <li>▪ Experience of achieving results through consent and motivation and effective and positive role modelling.</li> <li>▪ Experience of management reporting in a complex organisation</li> <li>▪ Experience of planning and risk management.</li> <li>▪ Experience of working effectively with Board members or committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of public speaking to wide range of audiences</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>▪ Good understanding of the important issues faced by the Church, its structures and culture, and of the overall financial organisation both of the Diocese and of the Church nationally</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and practical experience of managing ICT</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to support the vision and strategic direction of the Diocese, whilst ensuring the effective management of business operations</li> <li>▪ Ability to project manage including to plan, organize and prioritize effectively, in order to achieve targets and meet deadlines</li> <li>▪ Ability to communicate complex information to both committee members and parishioners</li> <li>▪ Ability to act as an advocate when required</li> <li>▪ Ability to grasp detail and draw back to take the strategic view</li> <li>▪ Strong presentational skills and ability to promote the Diocese's work with a wide range of individuals and external contacts</li> <li>▪ Strongly IT literate, with a hands-on ability with MS Office and other packages</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>▪ Probity and integrity</li> <li>▪ Strong people skills, fair minded, supportive and with a sense of generosity</li> <li>▪ Team player, willing to share in key decision making</li> <li>▪ Committed to the aims and ambitions of the Diocese</li> <li>▪ The ability to interpret relevant information, analyze complex data, review alternative solutions and come to speedy well-informed conclusions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committed to the philosophy of continual improvement, customer service and securing value for money in all aspects of the Diocese's operations</li> <li>▪ Dynamic and energetic</li> </ul>