

The Diocese of Blackburn

Diocesan Secretary

Recruitment Pack

Introduction from Bishop Julian.

“Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God ...” Acts 20 v28

Thank you for your interest in the post of Diocesan Secretary for The Church of England in Lancashire (Blackburn Diocese). I am delighted to be able to introduce this Information Pack which has been prepared for a role vital to our future flourishing as a Diocese.

As you read the following pages, I hope you will be excited to discover the opportunities it presents; and the opportunity to serve God and our parishes across our wonderful County as we seek to encourage ‘Healthy Churches Transforming Communities’ as part of our Vision 2026 strategy.

The position of Diocesan Secretary is central to supporting and encouraging our mission and ministry in relation to Vision 2026. We are seeking someone with a strong Christian commitment and endless enthusiasm for the challenges that still lie ahead of us; an outstanding manager with exceptional leadership and administration skills.

You should be able to encourage, counsel, challenge, persuade and motivate, with pragmatism and good humour, while working very closely with me and the Bishop’s Leadership Team (BLT) to enable and implement our agreed strategic approach.

The BLT collectively takes its leadership role in our Diocese very seriously. You will be expected to join in our regular cycle of meetings – all underpinned by prayer and held in response to God’s call.

The first five years of our work towards Vision 2026 have been exciting and uplifting. We are so thankful to God to have achieved much in this period. (Read more: www.blackburn.anglican.org)

We have seen a remarkable increase in the number of people exploring lay and ordained vocations while new local congregations across the diocese have been inspirational in number and creativity.

Meanwhile, funding from the Church Commissioners has enabled us to invest strategically in pioneering churches on our urban estates and raise up new urban leaders. Even during the

pandemic, we have witnessed the agility, Gospel passion and commitment of so many of our leaders and congregations in a huge variety of ways.

The successful candidate for Diocesan Secretary will lead a team of professionals who are equally committed to serving the parishes of our Diocese in the best ways possible.

Of course, it will also be your responsibility to lead and inspire those hard-working staff as we continue to support the entire Diocese to be witnesses, make disciples, grow leaders and inspire children and young people for Jesus Christ – the core aims of our Vision 2026 strategy.

This is a big job. Make no mistake about it. It's been a difficult 18 months as we have navigated the pandemic and there are many challenges ahead as we move forward with [a recently refreshed](#) Vision 2026 strategy. But these challenges are rewarding and exciting ones. I hope you will seriously consider joining us in our journey at this time.

Rt Rev. Julian Henderson, Bishop of Blackburn



DIOCESAN SECRETARY

IN THE DIOCESE OF BLACKBURN

THE DIOCESE OF BLACKBURN

The Diocese of Blackburn is approaching its 100th Anniversary, having been founded on the 12th December 1926. It serves almost the whole of the county of Lancashire, covering an area of 878 square miles, with a population of 1.3 million. It is divided into 14 Deaneries and two Archdeaconries (Blackburn and Lancaster). The Diocese covers an area of extraordinary variety, from the stunning countryside of the Trough of Bowland to the former mill towns of East Lancashire; from the University cities of Preston and Lancaster, to the seaside towns of Blackpool and Morecambe; from elegant villages, to inner city multi-cultural parishes.

As a Diocese we have an unique church school portfolio, with a large number of voluntary aided schools or former aided schools that are now academies. The Diocese has 190 church schools in total, including 10 secondary schools making it one of the biggest Dioceses for church school education in the country. Across our schools, more than 44,000 children and young people take part in daily acts of worship and over 98% of our schools are recognised by SIAMS for their distinctive Christian vision and ethos.

MAIN OPPORTUNITIES OF THE ROLE

The Diocese aims to have a healthy worshipping Christian presence in every community across Lancashire with the ambition that, under God, they will transform their communities. The Diocesan Secretary has a key role in enabling this ambition to be achieved.

In 2015, the Diocesan Synod agreed our Vision 2026, a strategic vision statement with the overarching strapline 'Healthy Churches Transforming Communities.' This Vision is driven by four key aims each overseen by a member of the Bishop's Leadership Team as follows:

- Making Disciples (Archdeacon of Blackburn)
- Being Witnesses (Bishop of Lancaster)
- Growing Leaders (Bishop of Burnley)
- Inspiring Children and Young People (Archdeacon of Lancaster)

A recent review and update of the Vision has led to a refreshed strategic implementation plan to lead us forward to 2026. After five years of work since the launch of Vision 2026 we are beginning to see the fruit of our commitment to growth, rather than decline in the church's mission. This is being achieved by retaining stipendiary clergy numbers and promoting lay leadership in our parishes.

Our refreshed and updated approach to Vision 2026 has also ushered in a strategic planning programme entitled *Mission and Financial Flourishing*: an in-depth analysis of the leadership and mission potential across our Diocese.

The Diocesan Secretary is the Chief Operating Officer of the Diocese of Blackburn, the senior employee of the Diocesan Board of Finance (DBF) and is a strategic leader within The Church of England in Lancashire who has a key role as a member of the Bishop's Leadership Team.

The Diocese is a complex organisation because the life of the Diocese is in the parishes, chaplaincies and schools. The parishes are, at their core, volunteer organisations, therefore at the heart of the role of Diocesan Secretary is the enabling and empowering of the church on the ground.

However, as a registered charity and employer of approx. 50 employees, and with significant responsibilities such as safeguarding, the role of the Diocesan Secretary is to bring the necessary disciplines and rigour as appropriate for a significant Lancashire charity. The interplay between these aspects of collaboration, encouragement and empowerment, combined with rigorous standards are central to the role.

Strategic leadership in the Diocese is primarily located in a Senior Team consisting of the Diocesan Bishop; the two suffragan Bishops (Burnley and Lancaster); the two Archdeacons and the Diocesan Secretary. This leadership is then shared with the Bishop's Leadership Team, the members of which meet monthly. The Diocesan Secretary has a unique voice. The successful candidate will have oversight for the DBF as the senior DBF employee and lay professional and yet is expected to contribute fully to all the decisions of the Senior Team.

Significant parts of the life of the Diocese are exercised through synods, committees and other democratic forums to ensure that the voice of the parishes is given full weight. A key contribution the Diocesan Secretary makes is to help promote integration, communication and passage of information so the whole organisation pulls together; enabling and elevating the mission of the Diocese of Blackburn.

The Diocese is in good heart.

- A Leadership and Deployment Strategy has been agreed which lays before the Diocese a challenge around vocations and generosity and seeks to retain clergy numbers at their current level.
- Our Diocesan conference in late 2018 (our first in 10 years) bringing lay leaders and clergy together, encouraged us that there is a widespread appetite for growth, mission and unity. The retired Bishop of London, Lord Chartres, who had been involved in the last episcopal vacancy eight years ago, said: "I came expecting to be disappointed but observed a wonderful atmosphere and enormous energy."

- Three successful national Strategic Development Funding Bids, totalling £6m have enabled us to invest in mission in hard-to-reach areas. These are overseen by the Strategic Programme Board. The first has set up new church plants and an urban leadership programme on four of our outer estates, as well as a Centre of Mission in partnership with the Church Army. The second seeks to renew church life in the centre of Preston through the creation of a cross-tradition 'Resourcing Parish'. The third seeks to renew church life firstly in Blackburn, with a multi-generational youth resourcing church with a brief to innovate and elevate youth work more widely; and secondly in Blackpool with a Resourcing Church which has a focus on healing. Our ambition is to have a total of ten strategic churches able to generate significant pipelines of leaders across all traditions.
- We are investing significant resources to support the work with children and young people and collectively we have a passion for work in this area. We are currently developing a strategy that is based on a new vision for children, youth schools and chaplaincy in university. Our strategy also involves the initiation of a Youth Learning Community involving parishes.
- New churches and congregations have been planted and we have redefined our expected outcomes in this area with more ambitious goals to create a cultural shift and growth across the whole Diocese, by starting 200 New Local Congregations within parish structures to reach new demographics by 2026. We are well on our way to reaching this target. For example, the 2021 Clergy and LLM *Unlock* Study mornings have illustrated a high-level of buy-in for our ambitions.
- We have launched a Parish Support Programme to offer encouragement and intervention to parishes struggling with finance, mission or administration.
- Whalley Abbey, the Diocesan Retreat Centre was relaunched in April 2021 as a regional Centre for Christian Discipleship and Prayer as well as becoming home to a praying community – the first resident praying community on-site in almost 500 years.
- The Diocesan Board of Education is nationally recognised for its work and constantly seeks to witness to Jesus Christ among children and young people in our schools and universities. The Board is a separately incorporated charitable company that takes an innovative and bold approach at all times.
- The Bishop's Leadership Team is an energising and supportive team comprising: three Bishops; two Archdeacons; Diocesan Secretary; the Dean; Bishop's Chaplain; Communications Manager; Director of Vision Delivery; Director of Vocations, Being Witnesses Manager and a representative for female and UKME leadership.

As we pass the 'half-way' point in the 11 years of our Vision work to 2026, we may be observing a hopeful culture shift but we are not complacent in our ambitions. We continue to develop our internal messaging, communications and clear decision-making.

Our levels of intercession are inadequate to enable a church/congregation planting movement comparable to those observed internationally with the ambition to reach all people in Lancashire with the gospel. The opportunity for the gospel, afforded by our incredible schools' networks and high proportion of children coming for confirmation, can easily slip off the agenda.

JOB DESCRIPTION

Job Title:	Diocesan Secretary
Salary:	Circa £75,000
Location:	The Diocesan Offices, Clayton House, Walker Office Park, Blackburn. BB1 2QE
Reporting to:	The Bishop of Blackburn and the Chair of the Diocesan Board of Finance (jointly)
Responsible for:	Personal Assistant to the Diocesan Secretary Head of Finance and Deputy Diocesan Secretary Director of Vision Delivery Project Manager Communications Manager Diocesan Safeguarding Adviser Diocesan Property Adviser HR Manager
Working with:	Bishop's Leadership Team, Blackburn Cathedral, Strategic Programme Board (for our three SDF projects), Chairs and Vice-Chairs of DBF Committees, Diocesan Board of Education, the Diocesan Registrar, The Chancellor, National Church Institution Officers, Other Diocesan Secretaries, Strategic partner organisations, local authorities and public bodies, Parochial Church Councils (PCCs), Cidari Multi-Academy Trust, Emmanuel Theological College,
Job Purpose:	To enable and ensure that the Blackburn Diocesan Board of Finance (DBF) functions effectively and participates strategically in the mission of the Diocese.

MAIN TASKS AND RESPONSIBILITIES

1. To share in the strategic leadership of the Diocese of Blackburn, and to lead the implementation and delivery of Diocesan strategy by the DBF

- To share in the strategic leadership of the Diocese of Blackburn by full participation in the Senior Team and BLT and by drawing with discernment on strategic developments from wider afield including National Church Institutions (NCIs) and other Dioceses
- To frame our strategy within the goals of Vision 2026; enabling the flourishing of our Director of Vision Delivery and her Change Unit
- To lead the implementation and delivery of Diocesan strategy by the DBF by developing planning, monitoring and implementation processes; collection of high quality data; communicating and building capacity and relationships, always mindful that the most significant resources and innovation emerge from our parishes and chaplaincies
- To contribute to national strategic policy-making through the Diocesan Secretaries network (regionally and nationally) and the National Church Institutions

2. To be the senior DBF employee, leading and managing the DBF staff

- Lead and manage Diocesan staff for flourishing in accordance with the Christian vision and values of the Diocese and to the highest standards
- Plan DBF Enabler resources, in particular Finance and HR, to meet targets of Vision 2026
- Establish and lead a can-do professional culture of learning, development and service and hopeful generosity amongst DBF employees
- Implement best practice and legal requirements under duty of care and employment, drawing on advice from HR Manager and Diocesan Registrar and Chancellor
- Optimise people deployment and delegated authority for transparent decision-making and efficient delivery
- Line manage the HR Manager, such that our HR processes enable all our employees to flourish, and encourage a diversity of recruitment
- Enable the Bishop's Council, DBF Directors, Cathedral, Board of Education to work with integrated fluency and collaboration as part of a one team serving the Church of England in Lancashire

3. To lead the financial planning and accountability of Diocesan resources

- Lead on financial planning, ensuring that both reporting and budgeting process is administered in a timely, transparent and hopeful manner
- Ensure the effective and efficient stewardship and commitment of diocesan resources
- Encourage a collaborative approach to business planning between budget holders to enable effective budgeting

- Oversee initiatives for income generation and funding to maintain financial sustainability
- Direct the effective management of capital and investment assets
- Review structures, processes and resources to achieve best value
- Work with other regional dioceses, where appropriate, to share and deploy resources more effectively
- Line manage the Head of Finance to ensure the timely production of financial management information, including the annual budget, and the preparation of all external financial reports including the statutory accounts

4. To oversee the Diocesan governance structures and statutory reporting, offering challenge where appropriate, enabling it to meet its objectives and legal obligations

- Oversee the Safeguarding function of the Diocese, as a line manager of the Diocesan Safeguarding Adviser and key member of the Bishop's Safeguarding Advisory Panel, adhering to the highest possible standards, mindful that "if it's not safe, it's not church"
- Oversee processes which ensure the appropriate action and reporting of safeguarding issues or disclosures, including to the Charity Commission
- Promote an open and honest culture which engenders trust in the safeguarding of children and vulnerable adults in our diocese
- Act as Secretary to the Diocesan Synod, Bishop's Council, Diocesan Board of Finance and Diocesan Mission and Pastoral Committee, ensuring these bodies operate with a positive culture of outward-looking generous collegiality
- Act as Presiding Officer for Synodical elections and oversee the efficient running of elections to Synods, Boards and committees to enable the widest diversity of members
- 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

5. To oversee the smooth functioning of the Diocesan office in delivering outstanding service provision to licensed ministers (lay and ordained), parishes and chaplaincies in accordance with the vision of the Diocese (Shared responsibility with the Director of Education)

- Encourage a Christian ethos in Diocesan Office and make provision for its employee's pastoral care and spiritual life
- Encourage a culture of generous flourishing partnership between the Diocesan Office and the deaneries, parishes and chaplaincies and schools and Cathedral, Board of Education giving attention to the way in which information is communicated and received, respectful that the richest resources of the Diocese are in the parishes and chaplaincies
- Inspire and model a servant-hearted approach to stakeholders
- Manage the office in a way that ensures service standards are met, enabling a solutions driven culture of hopeful, professionalism
- Ensure external providers deliver best value and adhere to Service Level Agreements

Person Specification

FAITH AND ETHOS

- Personal Christian faith and leadership experience of the life of the local church, deeply prayerful, open to the prompting of the Spirit, motivated by mission and evangelism, committed to mutual flourishing and the richness of all traditions in the Church of England
- An understanding of, and vision for, the flourishing of the Church's presence in, and service to, all our communities

SKILLS AND EXPERIENCE

- Experience of senior leadership and management in an organisation of significant size,
- Experience of strategic planning including delivering organisational change
- Financial and budgetary experience at a senior management level
- A successful record of leading and developing a high performance team
- Experience of working at a senior level in an organisation with complex structures and processes
- Effective communication and written skills
- 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
- Good understanding of safeguarding in the context of the Church of England and the requirements of a Diocesan Secretary
- Able to review, appraise and give feedback appropriately
- Skilled in managing conflict and conflict mediation
- Able to inspire new vocations
- Able to grasp nettles, and to offer pastoral firmness
- Promotes and models healthy well-being, including regular sabbaths, holidays, fun

Personal Skills

- Highly motivated and energetic, eager to deliver
- Emotional intelligence with empathy
- Strategic mindset
- The ability to negotiate and communicate to a diverse audience
- The ability to understand the perspectives, feelings and concerns of others and build and maintain mutually beneficial relationships
- The ability to have confidence in one's judgement and show resilience in adversity
- Capacity to think creatively, developing new approaches and solutions
- High standards of personal and professional integrity

- The ability to adapt and tailor an approach in order to achieve a desired outcome
- The ability to work and understand the importance of confidentiality
- Be open, supportive and trusting with the ability to listen and discern the gifts of others
- The ability and drive to seek improvement and exceed what is expected
- The ability to inspire

Qualifications and Training

- A degree or appropriate professional qualification in a relevant discipline
- Evidence of continued professional development eg MBA - Desirable

OTHER REQUIREMENTS:

- A full and operational driving licence
- The role will require the post holder to travel throughout the Diocese, sometimes in the evening and at weekends.
- As the post holder will be part of 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

***For an informal conversation about this post,
please contact the Bishop of Blackburn (chaplain@bishopofblackburn.org.uk) or the Chair
of the DBF (david.barlow@blackburn.anglican.org)***

Diversity - The Board of Finance believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds

Outline of Terms and Conditions

Employer: You will be employed by the Blackburn Diocesan Board of Finance

Salary: Circa £75,000 per annum

Term of Appointment: Permanent

Hours: This is a full-time role with a 35 hour working week. The post holder will be required to work additional hours as to meet the reasonable requirements of the role.

Location: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

The nature of the role requires regular travel around the Diocese, and sometimes beyond. A smartphone and laptop are provided.

Pension: Member of the Royal London Pension Scheme, 10% Employer contribution
2% minimum employee contribution.

Annual leave: Entitlement of 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. Pro rata for part time employees.

The holiday year runs from 1 January to 31 December.

References: Appointment will be subject to the receipt of satisfactory references.

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

Notice Period: During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give six months' notice should you wish to resign.

Housing: This role does not qualify for housing or allowances such as council tax, water or heating lighting and cleaning. No removal allowances are paid for the successful candidate.

Expenses: Working expenses are paid at the Diocesan rates.

Right to work: The post-holder must have the right to reside and work in the UK.

Data Barring Service (DBS): This role requires an enhanced DBS clearance.

Applications: The initial application process is to send a no more than 3 page letter detailing why you are applying and how you meet the requirements of the role and a CV to andrew.cooke@blackburn.anglican.org

Please do not apply via the pathways system.

Closing date: 3rd December 2021

Interview date: Friday 17th December 2021