



THE BLACKBURN  
DIOCESAN BOARD  
OF EDUCATION



Dear Applicant

Thank you for your interest in the key role as Chair of the Diocesan Board of Education (DBE) within the Diocese of Blackburn. Please find enclosed in your pack the following useful documents:

- **Chair of DBE role description**
- **Chair of DBE person specification**
- **Diocese of Blackburn and its setting**

Blackburn is one of 41 dioceses which cover the whole of England. With Vision 2026 creating *Healthy Churches Transforming Communities*, you would be joining us at an exciting time.

If you would like to have an informal discussion about this role, please do not hesitate to contact me via email at [stephen.whittaker@blackburn.anglican.org](mailto:stephen.whittaker@blackburn.anglican.org)

A separate conversation with the outgoing Chair, Ven Michael Everitt can also be arranged by contacting me at the above email address

I look forward to receiving your application which should consist of

- a CV
- a covering statement/letter (no more than two sides of A4) detailing your reasons for applying and what you can bring to the post
- details of two referees, one of whom should be your current or most recent employer with the other being a representative from your parish/church

**Closing date: Noon on 21<sup>st</sup> September 2018**

**Please send application information to [helen.morris@blackburn.anglican.org](mailto:helen.morris@blackburn.anglican.org)**

**Selection/Interview date: 1<sup>st</sup> October 2018.**

Yours faithfully

Stephen Whittaker  
**Director of Education**

# 1. Role Description

## 1.1 Title

Chair of the Diocesan Board of Education

## 1.2 Context

The role of DBE Chair is a voluntary one, being an opportunity for a person to offer a significant Christian service to the life of the Diocese of Blackburn.

Every Diocese seems to have a DBE Chair who operates slightly differently. The following description is how the role currently operates in this Diocese. However, any person in such a role will bring different skills and will wish to develop the role in their own way.

The primary role of the DBE Chair is to Chair the Board of Education (a charitable company limited by guarantee). The DBE Directors complete most of their work through five committees which cover the breadth of the work of the DBE. These are School Strategy Committee, Christian Distinctiveness Committee, Resources, Finance and School Buildings Committee, Children's Committee and Youth Committee.

The DBE Chair also plays a key role in the strategic leadership of the DBE including decisions about the direction and policies of the DBE to deliver Vision 2026. The Chair is also an ex-officio director of DBE Services (a trading company that the DBE is a shareholder of).

There is a strong representational element to this role in communicating with the wider diocesan family on the work of the DBE and explaining policy

## 1.3 Key elements of the role

To lead the DBE to:

- support, develop and agree priorities of the DBE, relating to schools, chaplaincies and children's and youth work
- ensure that it fulfils its responsibilities as per its Memorandum and Articles of Association.
- To ensure sound financial management of the DBE, through financial planning, monitoring key performance indicators, control processes, governance and transparent open reporting.

## **1.4 Specific Responsibilities**

- to chair meetings of the Board of Directors
- as lead Finance Trustee, in conjunction with the Diocesan Secretary and the Head of Finance, to support, encourage and oversee the work of the Company in relation to:
  - appropriate reporting, budgeting and forward planning,
  - legal matters;
  - compliance with both Company and charity law, other relevant legislation and regulations.
- to engage with the parishes and deaneries and communicate with the wider diocesan family on matters of education.
- to review and support the Director of Education, through regular meetings, in their role of oversight for all those employed by the DBE.

## **1.5 Key Working Relationships**

- the Bishop of Blackburn and the Bishop's Leadership Team representative for education (currently the Archdeacon of Lancaster)
  - The Chair needs a working relationship with The Bishop and senior staff, in which issues of concern (whether financial, local, national or otherwise) may be raised with confidence and will be acknowledged and accorded due prioritisation.
  - the relationship with the Archdeacons of Blackburn and Lancaster is particularly important as they work closely with parishes, most of which have a church school.
- the Vice Chair.
- the Diocesan Director of Education.
- the Head of Finance (Deputy Diocesan Secretary).
- Vision Coordinator (Deputy Diocesan Secretary).
- members of the Board of Education.

## **1.6 Support**

The office of Chair is not remunerated, but the Chair is encouraged to reclaim all necessary expenses of office.

The Director of Education will provide administrative support for this role e.g. communication such as letters and emails.

## 1.7 Time Commitment

- Board of Education meetings which are held three times a year in the evening
- serve on one committee which will additionally meet three times per year at a time to suit the members
- The summer Diocesan Synod which currently meets on a Saturday morning in July where the DBE accounts are presented
- regular contact with the Director of Education and the Deputy Director as appropriate
- occasional meetings with the Bishop and others.
- attend if possible, a national meeting of Chairs of DBE in London once during the year.

The Chair will need the time and capacity to fulfil the role, though to a large extent the role can be adapted to suit the individual and their circumstances.

## 1.8 Appointment process

The Chair is appointed by the Bishop of Blackburn and serves until either the Bishop removes them or they resign from office

There is no limit on the length of time for holding the role.

The candidate will need to provide contact details for a **faith referee** (vicar or equivalent church leader leading a church that is part of Churches Together in England or the Evangelical Alliance) in order that **faith reference** can be sought.

## 2 Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• a professional background in business or education or other appropriate context</li> <li>• demonstrate sound business, educational, operational problem-solving skills and ideally have an understanding of charitable governance</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of primary or secondary education</li> </ul>	<ul style="list-style-type: none"> <li>• have knowledge, sympathy and understanding of the education system at all levels, the work of schools and universities and education policy</li> <li>• have knowledge, sympathy and understanding of children's and youth work in parishes</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• an effective chair of meetings</li> <li>• good communication skills</li> <li>• ability to think strategically about both schools and finance</li> <li>• ability and willingness to appropriately challenge as well as support others</li> <li>• act fairly and impartially in the interests of the Board of Education using independent judgement and confidentiality as appropriate</li> <li>• can lead, inspire and foster a collegiate manner of working with both staff clergy and volunteers</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• have a committed and mature Christian faith</li> </ul>	

# 3 Blackburn Diocesan Board of Education and its Setting

## 3.1 The Diocese

The Diocese of Blackburn covers Lancashire (except for the areas in the east (Bradford) and in the south (Liverpool, Manchester) and a few parishes in Wigan, the Unitary Authorities of Blackburn with Darwen and Blackpool, with a total population of approximately 1,305,000. The population mix of the Diocese is predominately white but with a significant ethnic group of “Asian or Asian British”. The Diocese spans approximately 878 square miles with a mix of rural and urban areas. Further information about the Diocese can be found on the website [www.blackburn.anglican.org](http://www.blackburn.anglican.org)

## 3.2 The Diocesan Board of Education

The Blackburn Education Department works under the strategic direction of the Diocesan Board of Education (DBE), which is a statutory body governed by the 1991 Measure. Board members are appointed or elected by the Diocesan Synod or co-opted to the Board, and voluntarily offer a wide range of professional expertise. They are committed to seeing the Church take a full and active part in education and contribute to a small number of specialist committees and broader activities on behalf of the Board. The DBE is a separate company that works in close partnership with the Diocesan Board of Finance, the Cathedral, the Diocesan Multi-Academy Trust, DBE Services and Diocesan Boards of Education.

## 3.3 Scope of Work

The Department has responsibility for work with children and young people, primarily in Church of England schools and academies, and voluntary groups within parishes and deaneries. Chaplaincies in schools and Higher Education Institutions are also supported. The DBE also provide high quality resources to schools, churches and individuals.

## 3.4 Schools and Academies

Two hundred years ago, the Church of England pioneered education for all, building a network of church schools across the nation that served their local communities. While education has changed over the years, almost beyond recognition, the original vision is still held, and the Church of England retains a large investment in teaching and learning notably in this Diocese through 189 Schools and Academies. The Education Department also works collaboratively with the Methodist Church in Lancashire in their 13 Schools.

Across the four local authorities over fifty percent of all primary aged children attend Church of England schools/academies and there are also 10 secondary schools/academies. Over 46,500 Children and Young people attend Church of England Schools/Academies.

More than 1,400 people serve as Foundation Governors/Trustees in Church Schools/Academies and many more church members serve in Community Schools/Academies.

### **3.5 Work with Children and Young people**

The Church of England is one of the largest providers of voluntary activities for children and young people.

In this Diocese of 250 parishes there are many thousands of children, young people and their families being nurtured in the faith in a wide variety of voluntary based groups. There are also a number of community groups and outreach projects led by church staff and volunteers. Many of the parishes have strong links with their local Church of England school and Community school where they will often lead worship and Christian activities week by week.

There have been over 10,000 volunteer adult workers DBS checked in the last five years, in addition to some local paid workers. The Children's Work Adviser and the Youth Work Adviser provide training, information, support and guidance to the adults who work with children and young people in this wide range of church contexts, as well as organising large-scale events and conferences on an annual basis.

### **3.6 Chaplaincies**

The Department oversees the development and support of educational chaplaincies. There are youth workers/chaplains in a number of our secondary schools/academies and also Church of England Chaplains working in the Universities of Lancaster, Central Lancashire and Cumbria (Lancaster Campus).

#### **Examples of our work include**

- Leading professional development training for Headteachers, Teachers, Governors, Clergy and Parish Leaders.
- Organising Conferences for Headteachers, Youth and Children's leaders, and Governors
- Providing regular newsletter/e-bulletins for School and Parish leaders
- Working in partnership with the four Local Authorities and others, providing curriculum, school improvement, building and pastoral support for all Schools, Academies and other bodies
- Building new Church Schools and improving existing ones
- Coordinating the Statutory Inspection of Anglican Schools (SIAMS)
- Building partnerships with statutory and voluntary providers
- Providing regular web-based resources and publications to support Children's and Young people's groups and Schools/Academies
- Organising large scale events for children and young people across the Diocese
- Advising Governors on the appointment of Headteachers/Principals and deputy Headteachers/Principals