



THE CHURCH  
OF ENGLAND  

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SUFFOLK

# Diocesan Secretary

## Application Pack

[www.cofesuffolk.org](http://www.cofesuffolk.org)



# From the Bishop

The Diocese of St Edmundsbury and Ipswich serves most of the county of Suffolk from the gentle hills of the west to the sandy flat lands leading to the coast. The population of the diocese of 650,000 live in the large towns of Ipswich, Bury St Edmunds and Haverhill, many market towns, and numerous villages, hamlets and farms.

The innovation, creativity and compassion of the people of Suffolk has been evident throughout the pandemic, and no more so than in our churches. While many communities seem prosperous, there are areas of significant and increasing deprivation in our towns and rural communities. Local congregations have responded sacrificially to those in need. They have shown and shared Christ's love through pastoral care and practical service and through creative provision of online worship enabling many more people than might physically attend to participate.

We have a great deal to thank God for, and we know the way ahead will be challenging, but we approach those challenges with the confidence that flows from faith in God who provides gifts and resources for his service.

We are looking now for an outstanding collaborative leader who will work closely with us and a vibrant and passionate team to help build on the remarkable work that has been done in the last five years, to strengthen the diocesan family across the county, to help us in our work of renewal, and to create a sound basis for the church's service in God's mission for decades to come.



A handwritten signature in blue ink that reads "Martin". The signature is written in a cursive style and includes a small cross symbol at the beginning.

**The Rt Revd Martin Seeley**  
**Bishop of St Edmundsbury & Ipswich**

## Our Vision

# Growing in God

### **Growing in God: Flourishing Congregations Making a Difference**

Our vision for the Diocese is 'Growing in God' and we have been pursuing this vision since 2014. We have four growth priorities: to grow in depth, in number, in influence and to grow younger. The great majority of benefices have identified and worked on local goals for these priorities. We have become increasingly clear that the two that resonate the most – and this has been reinforced by the experience of the pandemic – are growing in depth, and growing in influence.

Growing in depth of faith through worship, prayer and learning together, and growing in influence through pastoral care and service, are two areas we can all participate in. We know that flowing from that is our passion to grow younger, to engage, listen to and respond to young people across our county. We know we need to grow in number, and we also know that flows from growing in faith and service. Above all, we want to grow in whatever ways we can, to serve God in the communities in which we are placed.

In most of the communities across Suffolk the local congregation is an intrinsic part, and those active in serving their communities and those active in the church are usually overlapping groups. We believe as Christians we are called to ministries of transformation for individuals, communities and wider society, and so we seek to be 'Flourishing Congregations, Making a Difference'.



# About the Diocese

**The boundaries of the Diocese of St Edmundsbury and Ipswich, with the exception of Lowestoft and its surrounding areas and one parish in the county of Essex, are co-terminus with the county of Suffolk.**

The Diocese is roughly 35 miles north to south and 50 miles east to west, having a total area of 1,439 square miles. Ipswich is the county town, and its population makes up nearly one-quarter of that of the Diocese.

We have three archdeaconries: Sudbury (West Suffolk), Suffolk (east Suffolk) and Ipswich, each served by an Archdeacon, with a fourth Archdeacon for Rural Mission. There are 16 deaneries, 125 benefices, 442 parishes, with 478 church buildings, 419 of which are listed Grade I or II\*.

As the mother church of the diocese, and seat of the Bishop's ministry, the Cathedral Church of St James and St Edmund in Bury St Edmunds is a place of welcome, hospitality and pilgrimage to the people of the diocese and further afield. During the past 100 years, it has been extensively enlarged with the completion in 2005 of the striking Millennium Tower. Its origins go back to the great mediaeval abbey that contained the shrine of St Edmund.

Our worshipping communities of parishes, fresh expressions and chaplaincies, are enabled in their ministry by about 115 stipendiary clergy, 76 self supporting clergy, 180 clergy with permission to officiate, 168 licensed lay ministers, and 493 Elders, a lay ministry unique to the diocese.



*The Diocese is linked with the Diocese of Kagera in north-west Tanzania, a link that is over 30 years old. A number of people, including the bishops, are actively engaged in continuing to strengthen a link that is of mutual benefit to both dioceses.*



# Key Challenges and Strategic Activities

**As we work to live out the Vision, we have identified key challenges that we must address, and actions to enable us to do so.**

## Congregations

Renewing and growing our worshipping communities, and starting new ones, either Fresh Expressions or church plants, every one of them to make a difference for good in their wider community, is at the heart of our Vision, and we have secured a substantial national Strategic Development Fund grant to assist us in Ipswich and in some of our rural communities. This initiative, now in its third year, in both its aspects, Inspiring Ipswich and Growing in God in the Countryside, are bearing good fruit. We must share what we are learning across the Diocese, learn from other successful initiatives that are not included in these projects, and continue to learn from our neighbouring Dioceses and their successes for developing growth and renewal. We know that engagement with young people and seeking ways to respond to their spiritual needs is central to this, and we have developed a strategy and are committing resources to help achieve this.

Our external working relationships, including with government agencies, NGOs, local authorities, businesses and educational institutions, serve to extend this impact, but much more is possible.

## Clergy and Lay Ministers

We are committed to maintaining the number of stipendiary clergy posts, through making some deployment adjustments, increasing the number of self-supporting clergy, and increasing the number of licensed lay ministers and lay elders. We have strong initiatives in place to address the increase in numbers. We are seeking national Transformation Funding to support a self-sustaining programme of ministerial development for our clergy in incumbent and similar roles, to invest in those from whom so much is asked.

## Finances and Fundraising

The annual budget for the diocese is £9m, and we depend on parish share to raise 82% of this sum. In 2018, after measures to reduce costs and encourage giving, we broke even for the first time in many years. The pandemic has set us back, but with incredible generosity from parishes and a Church Commissioners grant of £600,000 in 2020 we were able to balance the books, and this year our parishes were able to pay slightly more than 2020 and the shortfall on share payment from the parishes was only £0.4m more than budgeted.



We know the traditional model across the Church of England, which has been described as asking more and more from fewer and fewer, is not sustainable on its own. Our Diocese has very limited investment and glebe income, compared to some of our neighbours, and so we have embarked on a plan to increase the funding base both through innovative approaches and strengthening traditional methods. This includes looking at social enterprise ventures, as well as engaging communities more widely in supporting the ministry of their local church.

## Church Buildings

Our church buildings are a treasure valued by their congregations and wider communities. They are a key to mission, and many buildings have the potential to exercise that mission not just as places of prayer and worship, but for community benefit in a variety of additional ways. We have been developing approaches to this, in conjunction with having been a pilot diocese for the government's Taylor Review, and to enabling church buildings with struggling congregations to become sustainable. We are also seeking the optimal use of the limited church land and property held by the Diocese. Furthermore, we are committed to achieving the goal of carbon-neutral church buildings by 2030.

## Communications

With a large number of worshipping communities, many quite small, spread across the Diocese, open, straightforward, and timely communications, and communications channels that enable mutual listening and learning, are crucial. During the pandemic, we have seen the value of regular communications to all the licensed ministers and churchwardens. We know how vital it is that communications from the Bishops and Diocesan Office embody an attitude of encouragement, service and support. We are therefore working to improve significantly our communications so that all internal and external stakeholders have a clear understanding of the church's purpose, financial base and operations, and message, and that Diocesan leaders know better the aspirations and concerns of our congregations and can articulate them with one voice.



# Key Objectives

The Diocesan Secretary serves as the Chief Operating Officer of the Diocese, to deliver the strategic, financial and operational sustainability of the diocese through effective organisational management, and collaborative leadership.

The Diocesan Secretary leads the diocesan office team to strengthen the cohesion, unity and common purpose across the diocese; and to work collaboratively and creatively and to be proactive in response to the current challenges, including with external engagement.

The Diocesan Office is based in Ipswich, where the Diocesan Bishop also lives and has his office.

## Key Objectives:

- To work closely with the Bishops, the Chair of the Diocesan Board of Finance, and other colleagues to realise the strategic aims of the church across the Diocese.
- To ensure the delivery of a high quality service to benefices and other worshipping communities across the Diocese, ensuring the use of the latest technology and processes, and utilising data for informed decision making.
- To develop clear and effective strategic communications with channels to deepen understanding and engagement with the diocesan vision, and to enable the Church to exercise transformative ministry across the county and region.
- To exercise and promote good stewardship of all diocesan resources with particular emphasis on financial and budgetary management.
- To ensure clarity and understanding of the structure, purpose and funding of the Diocese for all its stakeholders.
- To ensure that the vision, aspirations, and values of the Diocese are embodied within the Diocesan Office and diocesan structures and are reflected in all aspects of the work of the church in Suffolk.





# Main Responsibilities

## Strategic Leadership

- To ensure the operations of the Diocesan Office are focussed on the strategic aims of the Diocese, and that partnerships and relationships are developed to engender an approach that is creative, innovative and inspiring to align with the vision of the Diocese.

## Management resourcing

- To ensure that senior staff manage and lead the delivery of work in their departments and teams across the Diocese in ways that reinforce an everyday commitment to participation, collaboration and the Diocese's strategic plans.

## Financial and resource planning

- To ensure the effective and efficient commitment of diocesan resources to optimise the achievement of the Diocese's strategic objectives, plans, targets and value for money.

## Employee responsibilities

- To lead the Diocesan Office staff team ensuring they are well managed, supported, informed and effective in their roles, in line with best practice standards.

## Bishop's Staff responsibilities

- To serve as an active member of the Bishop's Staff team, attending all monthly staff meetings and other staff gatherings. To serve as a strategic advisor to the Bishop and Senior Clergy, contributing to the leadership and development of the diocese.

## Diocesan Relationships

- To ensure a culture of productive, trusting, collaborative, accountable and positive relationships between diocesan departments/staff and the deaneries and benefices, communities and congregations, in ways that promote mutually beneficial commitment, support and understanding.



## **Safeguarding**

- To work with the Diocesan Safeguarding Officer to ensure the diocese has robust safeguarding policies in place, to ensure compliance with all House of Bishop's requirements, to promote and support effective safeguarding practices in parishes and to ensure the correct response to and reporting of safeguarding incidents. As a member of the Diocese Safeguarding Advisor Panel, to ensure the Panel is equipped to monitor progress against objectives and be reassured as to the quality of the Safeguarding team's work and decision making.

## **Synodical governance resourcing**

- To secure the effective administration of the diocesan governance structures to ensure that all legal obligations are met and that the Diocesan Synod and other components of diocesan governance contribute positively to the common identity, unity and purpose of the whole Diocese.

## **National role and relationships**

- To develop ways of working together with neighbouring dioceses across the Eastern Region of Dioceses. To act as an advocate for the vision, values, and policies of the Diocese across the region and in the church nationally. Being a part of regional and national networks of Diocesan Secretaries. To contribute to national policy making and operations, and to share best practice and ideas and feedback on what we can learn from others.





# Person Specification

## Experience, qualifications and knowledge

### Essential

- Proven track record at board or senior executive shaping and leading an organisation
- A cultural and organisational change manager
- A proven, effective and inspirational communicator
- Experience of drawing up and managing budgets and business plans
- Knowledge of financial management and governance in the charity sector.

### Desirable

- Business qualification at post graduate level
- Understanding of the structures and culture of the Church of England, parish and diocesan life
- Calculated evidence-based risk taking.

## Skills, abilities and aptitudes

### Essential

- A proven collaborative leader, adaptable to the nature of the church context
- Ambassadorial flair
- Able to comprehend, communicate and respond to complex financial information with a range of different people
- Willing to take initiatives and respond creatively and imaginatively to new opportunities
- Excellent communication skills, both written and oral
- Excellent interpersonal skills
- Effective consensus builder within the culture of a diverse voluntary organisation
- Able to form and maintain strong relationships internally, externally and with partner organisations
- Ability to take and instil responsibility and accountability.

### Desirable

- Experience of leading organisations through substantial change
- Experience of organisational financial transformation
- Ability to improve organisational effectiveness for strategic purpose
- Programme and project management.

## Key Relationships

- Bishop of St Edmundsbury and Ipswich and Bishop of Dunwich
- Chair of the Diocesan Board of Finance and Diocesan Treasurer
- Members of the Bishop's Staff and Diocesan Office Staff
- Diocesan Chancellor and Registrar
- Cathedral Dean and Chapter and staff
- Rural deans, Deanery Organisers, PCC treasurers
- Regional and national networks of Diocesan Secretaries
- County leaders and officers in public and third sector
- National Church Institutions.

### Responsible to:

- The Diocesan Bishop, who works closely with the Chairman of the Diocesan Board of Finance (DBF), and reporting to and taking direction from the Chairman of the DBF in relation to your role as Secretary to the DBF.

### Responsible for:

- Members of the Senior Leadership team of the Diocesan Office responsible for finance, property, governance, HR, and church buildings, and the Diocesan Secretary's Personal Assistant.

## Work-related personal qualities

### Essential

- Commitment to the mission and ministry of the Church of England
- A practising Christian of a denomination which is a member of 'Churches Together in Britain & Ireland'
- Professional, empathetic, approachable and servant-hearted
- Able to work flexibly including some evenings and weekends
- Willingness to travel across the diocese and to meetings and conferences beyond Suffolk as required.

**Salary** £75,000 full time.

**Hours of work** Five days a week. Some flexible working will be needed for evening meetings, to respond to crisis situations and to participate in the three diocesan synods each year. We operate a time off in lieu (TOIL) policy.

**Holidays** 25 days, standard public holidays and additional discretionary days at Easter and Christmas (pro rata)

**Pension** If eligible, membership of the Church of England Pension Builder 2014 Scheme.

**Probation period** Six months during which time progress is reviewed regularly

**Notice** During probation two weeks and thereafter three months.

**Place of work** 4 Cutler Street, Ipswich, Suffolk IP1 1UQ. A mix of office and home based working is expected.

**Other** Use of a car and business insurance cover is essential for travelling around Suffolk

The job description outlines the main responsibilities of the role. The list is not meant to be exhaustive and the post holder is expected to carry out other related duties, commensurate with the post's banding and the employee's skills and experience.



# Links to Further Information

**Financial reports** including accounts for the last three years can be accessed on the Diocesan website:

[www.cofesuffolk.org/about-us/diocesan-governance/finance-reports-and-accounts/finance-reports-and-accounts.php](http://www.cofesuffolk.org/about-us/diocesan-governance/finance-reports-and-accounts/finance-reports-and-accounts.php)

**Video: Flourishing Congregations Making a Difference** - this video highlights some of the work churches undertook during the pandemic, offering a flavour of the active role we play in communities across Suffolk:

[www.youtube.com/watch?v=Wh1rb7lhZB4&t=179s](http://www.youtube.com/watch?v=Wh1rb7lhZB4&t=179s)

**Suffolk Hidden Needs Report 2020** published by the Suffolk Community Foundation sets out a comprehensive picture of the social needs across Suffolk. This can be accessed online:

[www.suffolkcf.org.uk/suffolks-hidden-needs-report-2020/](http://www.suffolkcf.org.uk/suffolks-hidden-needs-report-2020/)



# Appointment Process

**Please use the application form available at:  
[www.cofesuffolk.org/vacancies](http://www.cofesuffolk.org/vacancies)**

The closing date for applications is **7 April 2022**

Shortlisted candidates will be invited to interview on  
**27 April 2022** in Ipswich.

**Please note:**

The appointment is subject to a satisfactory DBS check and references. The post-holder must show they have the right to reside and work in the UK.

**Genuine Occupational Requirement:**

This is a strategic leadership role in the Diocese of St Edmundsbury and Ipswich and the Diocese supports and promotes the aims of the Church of England. It is, therefore, a genuine occupational requirement for the post holder to be a practising Christian with a commitment to mission and ministry as understood by the Church of England. Schedule 9 of the Equality Act 2010 applies to this post.





# Our Prayer

O Lord, our God, giver of life and growth,  
grow in us a longing for you,  
that we might deepen our faith;  
grow in us a compassion for your world,  
that we might serve our neighbours;  
grow in us a vision for your kingdom,  
that we might proclaim your love.  
By the power of your Spirit, and in Jesus' name.  
Amen.



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4 Cutler Street, Ipswich IP1 1UQ  
Charity number 248919