



Assistant Diocesan Secretary

Recruitment Pack



Dear Candidate,

Thank you for your interest in the role of Assistant Diocesan Secretary at the Diocese of Rochester.

My colleagues and I are all looking forward to engaging with you in this important appointment process at an exciting time of transformation for the diocese.

Over recent years, we have strengthened collaboration across the diocese through challenges including the pandemic, Vacancy in See, the development of our vision and strategy, and subsequent national funding bids. Our vision of Change, Serve and Grow, now embedded in the 10-year Called Together strategy, provides a platform to invest in the present for the future. The delivery of this strategy, alongside a significant investment from the national church and the adoption of Total Return, presents a unique opportunity to support our mission in a sustainable and impactful way.

We are seeking a highly capable and perceptive senior colleague to work closely with the Diocesan Secretary. You will play a central role in ensuring the effective governance, risk management, and operational alignment of the diocese, supporting both the implementation of our strategy and the wider team across all areas of diocesan work. This is a role for someone who is both insightful and practical, able to take initiative, and skilled at navigating complex organisational and national structures, you will need to understand process and implement it well.

In this position, you will oversee the property function, coordinate governance planning, ensure the implementation of actions arising from committees, and maintain the diocesan risk register. You will also support me in responding to national policy developments, preparing for General Synod and Bishops Council.

We are looking for someone who thrives on collaboration, communicates effectively, and can work across multiple teams to embed culture change and support staff in delivering our strategic priorities. You will be part of a committed and experienced team, working together to ensure that our vision is realised thoughtfully and sustainably. While your role requires attention to detail and governance, it is equally about building relationships, supporting colleagues, and finding solutions collaboratively rather than having all the answers and our staff values of Compassion, Courage and Creativity are central to the way our staff team work together.

The details on our website provide further information about the Diocese of Rochester, our vision for the future, and the work we do. If you have the experience, commitment, and collaborative approach to support the Diocesan Secretary and help shape the future of the diocese, we would be delighted to hear from you.



Canon Matthew Girt,
Diocesan Secretary





About Us

Welcome to the Diocese of Rochester. A diverse and vibrant community of faith, we share the vision that we are Called Together to change, serve and grow the Church across the areas of Medway, north and west Kent and the London Boroughs of Bromley and Bexley.

We serve a population of some 1.3 million people which is likely to increase by another 200,000 over the next 15 years or so, having increased by 100,000 in recent years.

Urban, suburban and rural, the wealth of cultures across the Diocese is huge. From this rich mix, we represent some of the most prosperous and poorest areas of the country.

Because of this, we both have some of the biggest challenges and, as we see it, some of the best opportunities for growing God's Kingdom.

We seek to be a Church that reflects the diversity of our communities both in our membership and in our leaders, and one that is a safe and welcoming space where all can flourish and be valued.

Serving this community, we currently have:

- 231 beneficed and licensed clergy
- 440 people in a lay ministry role
- 211 parishes
- 90 church schools

We believe that all Christian people have a calling from God to know and love him more and to serve others in his name.

Indeed, we are recognised nationally as a leader in lay vocation, particularly for our creative approach to the variety, scope and training of Licensed Lay Ministers, which is unique to our Diocese.

As well as a range of discipleship and prayer courses and materials, our Diocese has pioneered opportunities in Anna Chaplaincy, which has a special focus on those who have dementia and other end of life issues.

Numerous licensed clergy and lay ministers serve as chaplains, and in diocesan and cathedral roles.

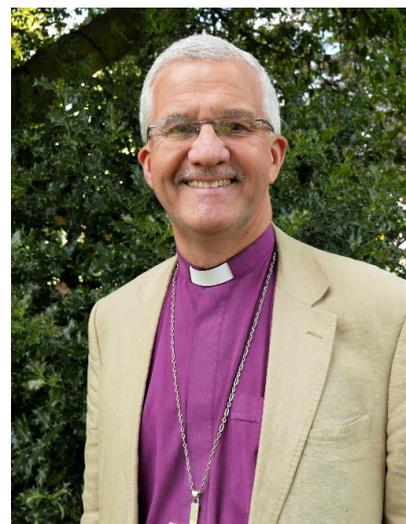
Alongside this, we enjoy flourishing relationships with the Anglican Dioceses of Harare in Zimbabwe, and Kondo and Mpwapwa in Tanzania, as well as an ecumenical link with the Evangelical Lutheran Church of Estonia.

Our vision

Called Together is our shared vision and practical plan of work across the Diocese to change, serve and grow, as we seek first the Kingdom of God, with compassion, courage and creativity.

"There is so much to be positive and hopeful about here in this Diocese, and I am excited for the work that is to be undertaken, and the lives that are to be changed and enriched through relationship with Jesus and the ministry of our churches."

Bishop Jonathan Gibbs, The Bishop of Rochester



It is an exciting and ambitious nine-year programme of work to help realise our common vision to grow **missional churches**, with **missional leaders** and **missional disciples**.

At the heart of the vision is a commitment to creating and supporting a flourishing and well-resourced parish system to grow God's kingdom across Medway, north and west Kent, and the London Boroughs of Bromley and Bexley. The work supported by the vision is designed to enrich every church setting.

Three objectives

Within the overall vision, our key objectives are to **grow missional churches**, with **missional leaders** and **missional disciples**, that are:

- Growing a safe and healthy culture for all
- Growing younger and more diverse
- Growing spiritually and numerically
- Impacting their communities
- Releasing financial resources for mission
- Planting and growing new missional churches

The three key objectives nurture, support and depend on the other.

Four workstreams

Four workstreams help focus the work to grow God's kingdom.



Missional Leadership Development (MLD)

Purpose: To grow and sustain confident, mission-focused leaders - lay and ordained - ensuring wellbeing, succession planning, and collaborative leadership across the Diocese.



Missional Development Places (MDP)

Purpose: To grow and multiply new worshipping communities, and through targeted investment in 15 priority places (across parishes, a school, and new housing areas), catalyse growth and resource other parishes through learning, outreach and models of sustainable mission.



Children, Young People and Families (CYPF)

Purpose: To counter the decline in children and youth attendance by resourcing leaders, apprenticeships, resource hubs, and school engagement, nurturing faith in the next generation.



Revitalise

Purpose: To strengthen those parishes that are facing financial and missional challenge, to improve both spiritual life and financial sustainability through targeted support.



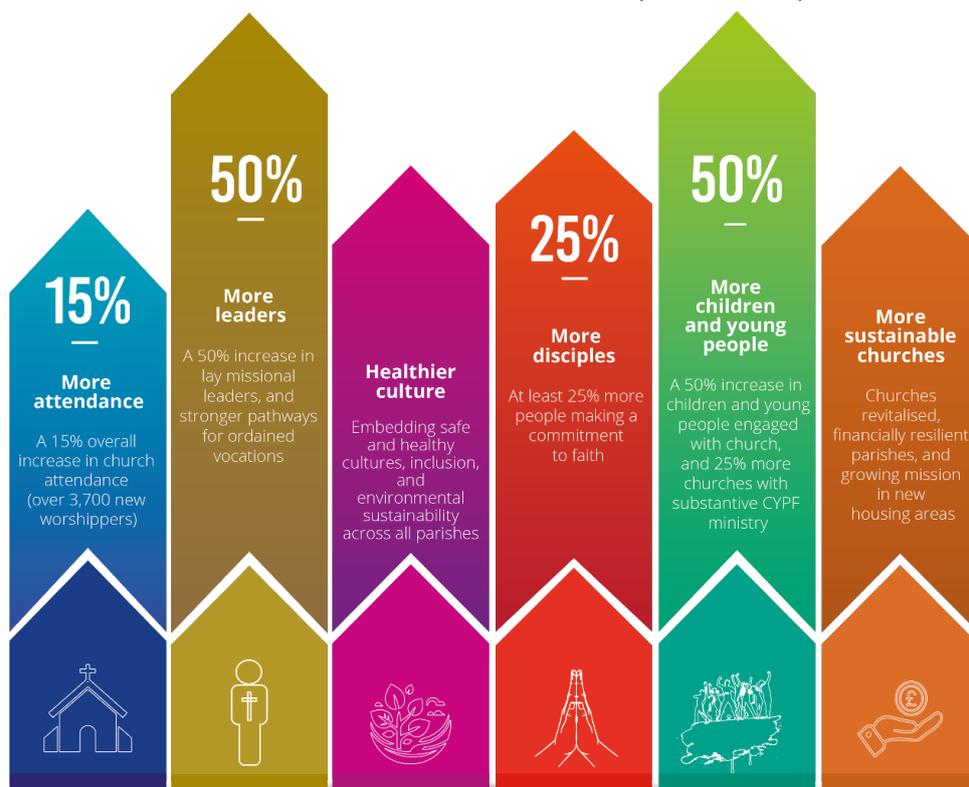
All are seen through the lens of growing **safe and healthy cultures**, because if we are truly seeking God's kingdom, then we must reflect is values of righteousness, peace, wholeness, and fullness of life for all.

To find out more about the workstreams, the latest updates and how the project is funded, please visit: www.rochester.anglican.org/about-us/ourvision/

The difference it will make

By 2034, the expectation is that the vision and plan of work will have achieved:

- **More leaders:** a 50 per cent increase in lay missional leaders, and stronger pipelines of ordained vocations.
- **More children and young people:** a 50 per cent increase in children and young people engaged with church, and 25% more churches with substantive CYPF ministry.
- **More disciples:** at least 25 per cent more people making a commitment to faith.
- **More attendance:** a 15 per cent overall increase in church attendance (over 3,700 new worshippers)
- **More sustainable churches:** churches revitalised, financially resilient parishes, and growing mission in new housing areas.
- **Healthier culture:** embedding safe and healthy cultures, inclusion, and environmental sustainability across all parishes



Our Staff Values

Compassion - We recognise our people as individuals and we seek to offer understanding and compassion to each other, creating a safe and healthy culture for all.

Courage - We strive to do what is right, making ethical, clear and well-informed decisions. We encourage open communication and embrace obstacles as opportunities for growth. We take accountability, and when we make mistakes, we apologise and try to make things better.

Creativity – We understand the importance of thinking creatively about the way we work. Recognising the value in our diversity, seeking new perspectives and fostering a collaborative culture.

Job Description

- JOB TITLE:** Assistant Diocesan Secretary
- LOCATION:** The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
- GRADE:** Grade 10
- REPORTING TO:** Diocesan Secretary

PURPOSE OF JOB

The Diocese is at a key moment of transformation, with a growing programme of work following successful investment through the Diocesan Investment Plan. In support of the implementation of the Diocesan Vision and Strategy, we are seeking a highly capable and experienced colleague to work closely with the Diocesan Secretary (DS), enabling the sustainable and effective delivery of our strategic priorities.

This senior role will provide critical support by overseeing complex governance structures, monitoring risk and responding to national and diocesan policy developments. The successful candidate will play a vital role in embedding culture change, supporting staff across a broad spectrum of work areas, and ensuring operational alignment across the diocese.

PRINCIPAL ACCOUNTABILITIES

1. Have line management of the Head of Property and ensure the delivery of the DAC, Surveyors and Net Zero teams
2. Coordinate and oversee governance planning to ensure committee scheduling, alignment, and execution.
3. Monitor implementation of actions arising from governance bodies, ensuring effective cross-organisational delivery.
4. Support the DS in managing internal capacity and performance monitoring as programme activity increases.
5. Take lead responsibility for maintaining and monitoring the Diocesan risk register, collaborating with senior colleagues to report regularly to the DS and relevant boards.
6. Support the DS in their role of overseeing the implementation and compliance with national policy developments affecting diocesan functions (e.g. safeguarding, training, finance, data management). Responsible for report and response development as directed.

7. Support preparation for General Synod and Bishops Council, ensuring timely planning and correspondence
8. Support and advise staff in responding to emerging national policies and developments
9. Enable the DS to invest time in external strategic relationships (with the national church, other dioceses, funders, partners, and local authorities) by taking responsibility for delegated internal matters.
10. Represent the DS where required in internal and external meetings.

SKILLS AND EXPERIENCE

Essential

- Proven experience in a senior management role, ideally within a charity environment
- Strong governance and risk management skills.
- Excellent organisational and time management skills, with the ability to manage competing demands.
- Strong interpersonal and communication skills, with the ability to work collaboratively across departments.
- Resilience, discretion, and a solution-focused approach to emerging challenges.
- Understanding of and commitment to the aims and ethos of the Church of England.

Desirable

- Experience of working within the Church of England or a similarly complex, values-led organisation.
- Familiarity with General Synod and Bishops Council structures or equivalent.
- Experience supporting senior executives or board-level leadership.

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one’s own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one’s audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one’s capability to select an appropriate approach to a situation. It includes confidence in one’s judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one’s behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.