

## Job Description and Person Specification

|                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| Job Title            | Deanery Operations Lead – Fixed term, 12 months<br>Wotton Deanery       |
| Salary Grade         | Band 3, £44,819 - £52,444                                               |
| Department           | Secretariat                                                             |
| Working arrangements | Full time or part time, 25 – 35 hours each week.                        |
| Reporting to         | Deanery Leadership Team (functionally)<br>Diocesan Secretary (formally) |
| Date of issue        | July 2025                                                               |

## Overall Purpose of Post

To build and strengthen the operational capacity of deaneries across the Diocese of Gloucester, enabling local churches and leaders to flourish in mission and ministry through effective administration, collaboration, and delivery of strategic goals. This role enables clergy and lay leaders to focus more fully on their calling by improving operational systems and supporting sustainable change.

The postholder will act as a key agent in enabling ministry and mission by managing operational frameworks, implementing deanery-wide projects, and fostering collaboration across parishes, benefices, and the diocese. They will work relationally, supporting a shared culture of innovation, trust, and faith-rooted service, while playing an active part in diocesan strategic development.

The postholder will be accountable for delivery across a range of operational and administrative tasks as set out below, with resources available to deliver specific tasks.

## 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.

We expect that all who serve with the GDBF are sympathetic to the organization's mission to share the Gospel of Jesus Christ.

## **Responsibilities and Accountabilities**

### **1. Strategic Planning and Local Context Mapping**

Lead the development and regular updating of a rich contextual profile of the Wotton deanery, including demographic, financial, and mission data (e.g., Experian, AWA, annual accounts).

Use this data to inform local appointments, deanery planning, and diocesan decisions.

Collaborate with the Area Dean and Lay Chair to identify and respond to local mission opportunities using innovative and evidence-based approaches (e.g., Grace Network, Sportily).

Support the development and tracking of the Deanery Strategic Plan (DSP), aligned with the diocesan LIFE vision.

Ensure data and planning tools are accessible and scalable across the deanery.

### **2. Project and Operational Delivery**

Translate the DSP into a collaborative, actionable framework.

Support the delivery of deanery-wide projects, including research, feasibility work, and project setup.

Develop deanery operational frameworks to streamline processes and reduce the burden on clergy and lay leaders.

Identify and pursue opportunities to increase income and resources for ministry and mission.

### **3. Communication, Networks, and Culture**

Promote collaborative, permission-giving leadership grounded in Christian values.

Build relationships with deanery and diocesan stakeholders, supporting team culture and effective communication.

Regularly meet with Area Dean, Lay Chair, and other Operations Leaders to share learning and inform strategy.

Liaise with diocesan officers to contribute to diocesan improvement and strategy.

Support deanery-wide communication platforms, CMS, publicity, and GDPR compliance.

### **4. Training and Development**

Coordinate identification of training needs and opportunities across the deanery, in partnership with the diocesan teams.

Develop a deanery-wide view of training uptake and delivery.

Assist in organizing local training events and communications as required.

## **5. Parish and Vacancy Support**

Serve as a single point of contact for Churchwardens and parish officers seeking administrative or operational support.

Support coordination during clergy vacancies, including service cover and communication.

Develop appropriate systems for clergy availability, occasional offices, and deanery coordination.

## **6. Church Buildings and Carbon Net Zero**

Support parishes in accessing diocesan buildings services, carbon neutrality efforts, and energy initiatives.

Help identify and develop building-related projects within the deanery.

Act as the key operational liaison with the diocesan Buildings Maintenance Project.

## **7. Finance Support**

Support parishes and the deanery so that PCC accounts are published and collated in line with statutory and diocesan requirements.

Act as a liaison for Parish Share communications between PCCs, Deaneries, and DBF.

Support the Deanery Treasurer in financial administration and reporting.

## **8. Fundraising and Income Generation**

Identify and support deanery-level income-generating opportunities.

Facilitate collaborative fundraising and grant applications aligned with strategic goals.

Develop business cases for deanery-wide initiatives where appropriate.

## **9. Governance and Meetings Support**

Support the Area Dean and Deanery Secretary in managing diaries, maintaining calendars, coordinating meetings, and managing administrative follow-up.

Build positive working relationships with parish officers to support deanery governance and reporting.

Help coordinate deanery returns, visitations, and shared admin across benefices.

## **10. Safeguarding Support**

Share diocesan safeguarding updates and expectations across the deanery.

Assist in organizing local safeguarding training events in partnership with the Diocesan Safeguarding Team.

## Person Specification

| Attribute                    | Essential                                                                                                                                                                                             | Desirable                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| General                      | Proven ability to develop and implement operational systems.<br>Strong interpersonal and relational skills.<br>Self-motivated, discreet, and responsible.<br>Committed to Christian values and ethos. | Understanding of church mission and ministry contexts.            |
| Experience                   | Experience in operational leadership or administration.<br>Project and process management.<br>Working with volunteers or within collaborative teams.                                                  | Fundraising or income generation.<br>Partnership development.     |
| Knowledge, Skills, Abilities | Knowledge of finance, CRM, and communication platforms.<br>Excellent organizational and communication skills.<br>Understanding of governance and legal compliance.                                    | Coaching or development experience.                               |
| Qualifications & Training    |                                                                                                                                                                                                       | Specific expertise in finance, buildings, digital systems, or HR. |