

Dear Candidate,

Thank you for your interest in the role of **Assistant Diocesan Secretary** at the Diocese of Rochester. We are 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, and the development of our vision and strategy. 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 funding bid 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.

In this position, you will have line management responsibility for the Head of Property and oversight of key teams including DAC, Surveyors, and Net Zero. You will coordinate governance planning, ensure the implementation of actions arising from committees, and maintain the diocesan risk register. You will also support the Diocesan Secretary in responding to national policy developments, preparing for General Synod and Bishops Council, and enabling the Diocesan Secretary to focus on external strategic relationships.

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.

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.

A handwritten signature in black ink, appearing to read 'Matthew Girt', with a stylized flourish at the end.

Matthew Girt
Diocesan Secretary