



The Diocese of  
**Southwark**

# Head of Governance and Secretariat

- The opportunity to work at the heart of one of the largest Church of England dioceses
- Working with an experienced and committed Diocesan Secretary and as a trusted advisor to a small senior team
- A varied, high-impact role with significant scope for professional growth.



**Christ  
Centred**  

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**Outward  
Focused**



The Diocese of  
**Southwark**

**Diocesan Secretary**

**Nicola Thomas**

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Trinity House

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Borough High Street

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Dear Applicant,

I am delighted that you have expressed interest in our role of Head of Governance and Secretariat. I hope that you will find the information provided in the pack inspiring.

This role will work very closely with me and members of my Senior Management Team, helping to manage my time and priorities, with a blend of strategy, operations and governance and is ideal for someone who thrives on complexity and likes getting things done.

You will be a trusted adviser and sounding board, offering challenge, perspective, and solutions. It's important that you be expert at developing and maintaining excellent relationships with a wide range of people including trustees, staff and senior clergy, as you will often be the first point of call and acting on my behalf.

The role is challenging, and while there is a regular pattern to our governance meetings, you will find that no two days are the same, and there are always challenging and new situations that we will not have faced before.

The Diocese of Southwark is committed to becoming a truly anti-racist organisation and to increasing our diversity at all levels. We especially welcome applications from those with Global Majority Heritage, those with disabilities and other protected characteristics. This is an opportunity to make a difference to our Diocese as we continue to implement the Southwark Vision through leading, enabling, serving and supporting the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

If you feel called to be part of our journey, we would be delighted to hear from you. I would be very happy to have an informal discussion about the role, and to provide more information; if this interests you please contact my PA Henry on [henry.metcalf@southwark.anglican.org](mailto:henry.metcalf@southwark.anglican.org).

With best wishes

Nicola Thomas

Diocesan Secretary

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The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Nicola Thomas





The Diocese of  
**Southwark**

### **Diocesan Staff Purpose**

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

**Job Title:** Head of Governance and Secretariat  
(Assistant Secretary to Synod and Diocesan Council of Trustees)

**Reporting to:** The Diocesan Secretary

**Location:** Trinity House, Borough High Street

**Key Relationships:**

- Heads of Department and Senior Management Team
- Bishops
- Archdeacons
- Members of the Secretariat
- Representatives of the national church
- Members of national Diocesan networks

**Responsible for:** Office Facilities and Health & Safety Officer  
Front of House Officer  
PA to Diocesan Secretary

### **Background to the job**

The Head of Governance and Secretariat works very closely with the Diocesan Secretary helping her to manage her time and priorities. The role blends strategy, operations and governance and is ideal for someone who thrives on complexity and likes getting things done. You will be a trusted adviser and sounding board, offering challenge, perspective, and solutions. You will be expert at developing and maintaining excellent relationships with a wide range of people including trustees, staff and senior clergy.

The role is challenging and involves some evening and weekend working for which time off in lieu is given.

### **Job Purpose**

To ensure the smooth functioning of the central diocesan office in particular by leading on governance in the Diocesan Board of Finance, co-ordinating activities and managing the day-to-day responsibilities of the Diocesan Secretary's role as Company Secretary.

The postholder is required to attend evening meetings, normally up to 18 per year and occasional Saturdays (approximately four per year) for which time off in lieu is given.

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

## Key Responsibilities

1. As Head of Governance to lead on all elements of governance and charity law compliance for the Diocesan Board of Finance including compliance reporting and reporting to trustees. This involves co-ordinating with members of the Senior Management Team around e.g. compliance reporting to the Charity Commission or the Information Commissioner and taking a proactive role in monitoring compliance and proposing improvements to processes.
2. As Head of Secretariat provide support for the Diocesan Secretary and Deputy Diocesan Secretary in co-ordinating activities such as annual objectives, risk register and KPIs, following up actions as necessary with members of the Senior Management Team on behalf of the Diocesan Secretary.
3. Under the oversight of the Deputy Diocesan Secretary to be responsible for Health and Safety and facilities management in the Diocesan Offices, line managing front of house staff, the Office Facilities and Health & Safety Officer and liaising with the Diocesan Property services as needed.
4. To lead the coordination, preparation, planning and follow up for meetings associated with the governance of the diocese. This includes:
  - Diocesan Synod
  - Diocesan Council of Trustees (the governance body with 4 constituent parts)
  - Policy and Finance Committee
  - Audit and Risk Committee
  - Investment Committee and other committees
  - President and Chairs' Meetings
  - Other meetings as necessary, such as Advisory and Working Groups.
  - Senior management team
5. The work involves all aspects of forward planning,(including scheduling of meetings, calendar organisation, room set up, draft and prepare the agendas), preparation of papers including the Management Report for the Diocesan Council of Trustees, take the minutes of meetings and draft the minutes for meetings, follow up the actions from meetings as requested, and report on any problems arising in advance of the next meeting. To coordinate the activities of other undertaking this in respect of other related committees/synod and ensure follow up including distribution of information and actions to Senior Management Team, briefing meetings of the staff.
6. To support the Diocesan Secretary in all other aspects of synodical and committee management, including building and maintaining good relationships with General Synod and Diocesan Synod members, trustees and committee members, proactively advise on vacancies to be filled on synod/committees, maintain the register of members of the Diocesan Synod, Diocesan Council of Trustees and its sub-committees, including skills audits, liaison with the Director of Finance on company/charity law compliance regarding Directors and trustees, proactively draft letters of welcome/thanks for trustees/committee members.

7. To support the Diocesan Secretary to make best use of her time by providing line management for her PA and by offering strategic advice and support to her and other senior colleagues.
8. Oversee elections and the electoral process for Diocesan Synod and Deanery Synods.
9. Act as a point of contact and expertise for Parishes, Deanery Secretaries and Deanery Lay Chairs.
10. Manage the Office Facilities and Health & Safety Officer (part-time) ,and Front of House officer, to ensure the smooth running of reception and day to day facilities issues.

### **Safeguarding**

The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes.

All staff are expected to take part in relevant training, and to follow the relevant policies and procedures that will contribute to making the diocese a safe place for those in our parishes, schools and communities

### **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

### **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

### **Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

### **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

## Person Specification

Essential	Desirable
<b>Experience and qualifications</b>	
<ul style="list-style-type: none"> <li>• Significant experience in a governance or secretariat role, preferably in a charity and ideally in the Church of England.</li> <li>• Proven ability to work closely with senior leaders, ideally at CEO or Board level.</li> <li>• Experience leading a small team to deliver well under pressure</li> <li>• Strong understanding of the charity sector and ideally of Church of England governance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Church of England governance</li> <li>• Experience supporting or working with a Board of Trustees.</li> <li>• Knowledge of charity governance and regulatory requirements</li> </ul>
<b>Skills/Aptitudes</b>	
<ul style="list-style-type: none"> <li>• Exceptional strategic thinking with the ability to simplify complexity.</li> <li>• Outstanding communication skills: written, verbal, and interpersonal.</li> <li>• High emotional intelligence and the ability to build trust quickly.</li> <li>• Strong organisational and project management skills.</li> <li>• Ability to influence without authority and navigate sensitive issues with discretion.</li> <li>• Comfortable switching between high level strategy and hands on delivery.</li> <li>• Resilient, calm under pressure, and motivated by the mission of the Church of England</li> </ul>	



The Diocese of  
**Southwark**

## TERMS AND CONDITIONS

### Head of Governance and Secretariat

#### Outline terms and conditions

##### Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

##### Normal Place of Work

Your normal place of work will be Trinity House. We currently allow some working from home with prior agreement of your head of department, of up to one day per week.

##### Salary

The post has a salary of up to £50,000, depending on experience.

##### Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

##### Hours of work

Full Time - 35 hours per week, Monday - Friday

There is flexibility between 7am and 7pm by agreement with your line manager and some working from home (usually one day a week) can be agreed.

The postholder is required to attend evening meetings, normally up to 18 per year and occasional Saturdays (approximately four per year) for which time off in lieu is given.

##### Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays.

The leave year runs from 1st January to 31st December.

##### Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

##### Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

### **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

### **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

### **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

### **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

### **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

### **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

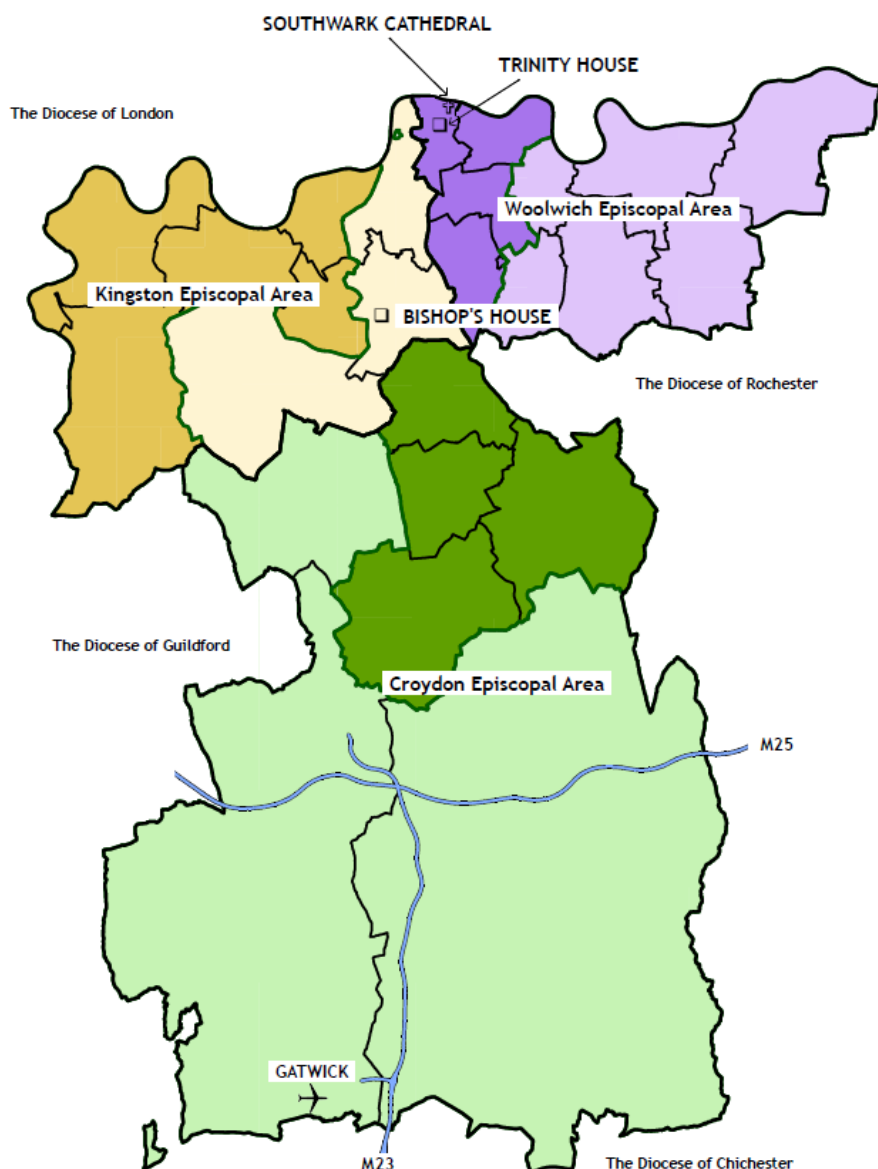


**2.9 million** people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

### Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

# SOUTHWARK VISION 2024 – 2035

## Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

### Our priorities are:



#### Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



#### Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



#### Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpass pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



#### Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



#### Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



#### Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p style="text-align: center;"><b>DIOCESAN STAFF PURPOSE</b></p> <p style="text-align: center;"><b>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</b></p>
<p style="text-align: center;"><b>DIOCESAN STAFF AIMS</b></p> <ul style="list-style-type: none"><li>• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.</li><li>• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.</li><li>• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.</li><li>• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.</li><li>• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.</li></ul>
<p style="text-align: center;"><b>DIOCESAN STAFF VALUES</b></p> <ul style="list-style-type: none"><li>• Effective Stewardship of resources<ul style="list-style-type: none"><li>• Collaborative Team Working<ul style="list-style-type: none"><li>• Respect for all</li></ul></li><li>• Transparent Accountability</li></ul></li></ul>