

Bishop of Carlisle

Bishop's Chaplain and Director of Operations

This is a senior role in the Bishop's team, ensuring the effective support of the ministry of the Bishop of Carlisle. To oversee and manage the daily running of all aspects of the Bishop's office. To take responsibility for Corporate Services across the CDBF and Bishop's Office

Key Accountabilities:

The Diocese of Carlisle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

The Bishop's Chaplain and Director of Operations will work with the Head of Safeguarding – Diocesan Safeguarding Officer to ensure safeguarding best practice procedures and policies are maintained in all areas of responsibility.

Support for Bishop(s)

(NB – where it refers to 'Bishop(s)' this includes Bishop of Penrith)

1. To provide appropriate support to the Bishop of Carlisle in the exercise of their duties and be a person to whom they can turn and speak in confidence.
2. To act as a critical friend for the Bishop(s) and to pray regularly for them in the exercise of their responsibilities. To act as their personal representative, when tasked, dealing with a range of issues
3. Oversight of clergy appointments including Permission to Officiate (PTO) and lay ministry with the Bishop of Carlisle's licence.
4. To act as Ministerial Development Review (MDR) Officer and oversee the Designated Officer for the appointment of clergy ensuring compliance with the Clergy (Terms of Service) Measure.
5. To undertake research and drafting correspondence for the Bishop of Carlisle
6. Alongside Archdeacons, be highly attentive and observant of events impacting upon the Diocese of Carlisle, thereby ensuring the Bishop(s) and members of the BLT are suitably briefed in respect of issues/concerns/joys/celebrations across the diocese. Ensure pastoral matters and concerns are dealt with swiftly and are brought to the Bishop(s) attention as appropriate. (This does not necessarily involve 'doing' the care, as this will be a collaboration with Archdeacons. It is about making sure that pastoral matters are dealt with properly and in time, and Bishops are kept informed and advise).
7. Ensure that complaints are dealt with appropriately, in time and in accordance with the complaints and queries procedures. Where appropriate and in accordance with the procedure, manage the complaint. Where necessary, draft correspondence for the Bishop of Carlisle in relation to the complaint. Monitor the progress of complaints which have been sent to Bishop's Office, but are being dealt with by the relevant Archdeacon.
8. Liaise with the Canon Precentor and Cathedral team for Diocesan services.

Bishop's Leadership Team

1. Contributing as a full member of Bishop's Leadership Team
2. Prayer – organising and enabling the pattern and life of prayer within the Bishop's Leadership Team
3. Managing communications across the Bishop's Leadership Team, ensuring that people know what is going on.
4. Care for the Bishop's Leadership Team (including organising social events and other gatherings)

Bishop's Office

1. Overseeing the daily running of the Bishop's office through line management of:
 - a. Bishop's EAs
 - b. Bishop's Secretary
 - c. Appointments Administrator
 - d. Bookkeeper
2. Take responsibility and ultimately be accountable for all aspects of the running of the Bishop's office. This includes, but is not limited to, the HR function for non Carlisle Diocesan Board of Finance (CDBF) staff, liaison with the Diocesan Safeguarding Officer (DSO), office contracts, utilities, liaising with the property agents, health and safety, clergy files, complaints or enquiries on issues which require technical, legal, or pastoral input.
3. To oversee and manage the finances and budget planning processes associated with the 'Local Account' (the Bishop's budget) and the Bishop's Discretionary Fund. To oversee payments made from the Bishop's Discretionary Fund.

Corporate Services for the CDBF and Bishop's Office

1. As an experienced Data Controller, develop and oversee the CDBF's and Bishop's data protection framework and ensure legal compliance, overseeing Subject Access Requests.
2. Through line management of the Director of Communications ensure the development and execution of the Diocese's overarching communication strategy, ensuring all internal and external messages are consistent, aligned with our mission and effectively manage the Diocese's reputation
3. Through line management of the IT Support Manager ensure an efficient, effective and secure IT service for the Diocese. Ensure that the contact management system is developed and maintained.
4. Diocesan Registrar
 - a. High-level relationship with the Diocesan Registrar on behalf of both Bishop and CDBF (including responsibility for the annual review with the Registrar).

5. Secretariat

Forward Agenda Setting – in consultation with Bishop and others, own the matrix of future items and manage the following agendas:

- a. Bishop's Leadership Team (BLT) – including oversight of action points from meetings
- b. Bishop's Council
- c. Steering committee
- d. Diocesan Synod – advising and supporting work of Steering Committee
- e. Organising and facilitating Bishop's Council residential

Provide a chair's briefing for the Bishop and ensure the minutes of the BLT, Bishop's Council and Steering Committee are checked

Ensure parishes are supported in the application of the Church Representation Rules, including the end-to-end process for Annual Parochial Church Meetings and Admission of Churchwardens

6. Ensure the Archdeacons' offices are managed through the effective line management of the Executive Assistants to the Archdeacons.
- Within all areas of responsibility, identify, develop and implement areas for change/change management, ensuring that all changes are fully embedded and the respective systems and processes run to the highest standards.
 - Undertake any other duties as required

Person Specification

Essential Criteria

An enhanced DBS check will be required for this role.

Technical Competence

Technical Skills & Qualifications

- Qualified to degree level or equivalent, or experience in a similar role
- IT literate in Microsoft Office packages and able to use IT effectively
- Good written and oral communication skills
- Experience of Ecclesiastical law
- Experience of using IT to improve efficiency in office processes and systems
- Experience of employment law
- Experience of GDPR legislation

Knowledge and Experience

- Knowledge of The Church of England and its structures, and an understanding of other Christian denominations.
- Experience and proven ability in church ministry and pastoral care
- Experience of managing others
- Ability to negotiate sensitive and complex issues and situations

Methods of working

- Organised
- Self-starter
- Attention to detail
- Able to take initiative and self-direct within accountability structures
- Ability to operate under pressure
- Ability to exercise a very high degree of confidentiality
- Ability to be adaptable and flexible

Personal Effectiveness

- Meets deadlines and targets in spite of obstacles
- A hard worker, able and ready to tackle a range of work with energy and stamina
- Works with others to achieve outcomes, excellent collaborative skills
- Works imaginatively to achieve outcomes while working within given frameworks

Number of Direct Reports: 6

Financial impact: (How much and for what)

£1 million for Bishop's House and c£140k within the CDBF.

Collaboration:

External: NCIs Bishoprics, Bishop's Chaplain network

Internal: Bishop's House and Diocesan Safeguarding Team

- Bishop's House and Church House
- Bishops and Diocesan Secretary, DMMSI and Director of Education
- Bishop and Archdeacons (including line management of Archdeacons' PA)
- Diocesan Healing Adviser
- Bishop's Adviser for Women's Ministry
- Dean and Cathedral

This post is subject to an occupational requirement that the post holder be a practicing Christian under Part 1 of Schedule 9 of the Equality Act 2010.