



DIOCESE^{OF}
COVENTRY



Administrator for Ministry & Leadership Team Candidate Application Pack

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Welcome from our Diocesan Secretary and CEO

Dear Applicant,

I am delighted you are considering a role within the Diocese of Coventry. With 203 parishes and 240 Churches we have a rich and wonderful diversity of communities in rural and urban settings across our churches, schools, chaplaincies and the Cathedral.

The Coventry Diocesan Board of Finance (DBF) exists to serve and support all our parishes in delivering to our vision and mission purpose. We have a dedicated and friendly staff team who, use their gifts and talents to help with safeguarding, finances, housing, ministry, learning and development, human resources, church buildings and communications. Our core values, Christ-like, integrity, community and service, are at the heart of everything that we do, and we strive to live by these in our daily working lives.



Thank you for your interest in this role; you will find everything you need to help you with your application in this pack. This is an exciting time to be joining the Diocese of Coventry. We are working on our shared vision and the changes we want to make to grow the kingdom of God through lives and communities transformed by the abundant life Jesus promises to all ages, backgrounds and ethnicities. You can read more about our work in this pack and on our website.

Jacqueline Ladds

Equality, Diversity and Inclusion Statement

We welcome Diversity at the Diocesan Board of Finance

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, and feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

All employees undertake equality, diversity and inclusion training.

The Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull. We have a rich variety of people, traditions and organisations united by our shared purpose of worshipping God, making new disciples and transforming communities. The diocese has a total worshipping community of approximately 14,400 with an average weekly attendance of 10,600 with 12% being children. The diocese has 202 licensed or beneficed clergy of whom 106 are stipendiary. And there are 55 non-stipendiary clergy who play a vital role in the mission and ministry of the Diocese. Ministering alongside them are a further 36 Curates, 103 clergy with permission to officiate, as well as around 130 readers and licensed lay ministers. There are also a total of 311 churchwardens and of course innumerable volunteers in each parish who make ministry possible and fruitful. The diocesan office serves and supports the parishes with around 45 people in various full time and part time roles facilitating and supporting the ministry and mission of the diocese.

The Coventry Diocesan Board of Finance Ltd (the "DBF") was formed in 1936 to manage the financial affairs and hold the assets of the Diocese.

- It is a charitable company limited by membership guarantees and is also a registered charity.
- The members of the Bishop's Council are the directors of the company and the trustees of the charity.
- Every member of Diocesan Synod is a member of the DBF for company law purposes.
- The main expense of the DBF is the cost of ongoing ministry.
- The DBF's main income is from Deanery Share. This is the money the Deaneries agree to give to the DBF each year.
- The Coventry Diocesan Board of Finance Ltd (DBF) office is at 7 Priory Row in Coventry, close to the Cathedral Church of Saint Michael.

Vision and Mission Purpose

Our purpose is to "Worship God, make new Disciples and transform Communities".

Alongside this purpose, our Bishop's vision for the Diocese is that our church family will be bearers of life who see restored health, renewed relationships and new growth. How we will begin to achieve this is set out in Our Shared Future, the framework that articulates the key commitments to help us achieve this vision. It continues to develop and evolve as we listen to voices across the Diocese.

At its core is the mission to serve, support and resource our diocesan family in the shared endeavour of making the Good News of Jesus Christ further known across the communities served by our parish churches.

Mission Hubs and Church Urban Plants

Mission Hub Churches are part of our vision of opening 150 new worshipping communities by the end of 2030.

You can read about our Growth Strategy here [Diocesan Growth Strategy - Diocese of Coventry \(anglican.org\)](https://www.anglican.org.uk/diocesan-growth-strategy)

A Mission Hub Church is a parish church or benefice where the leaders and congregation have a developed vision for sharing in mission locally and a clearly expressed desire to resource others in mission, evangelism, and enabling new ways of being Church.

Many of Mission Hub Churches have larger congregations, with people coming from beyond the parish but also willing to help grow the church in the community they live in. The churches partner with smaller churches in their area irrespective of tradition or style of worship.

The Mission Hub Churches offer a gathering point where people can come from local churches. They facilitate learning together (especially for lay leaders/teams), encourage and share good practice, and develop local mentoring between churches. They can be compared to a modern-day version of a minster church, serving and equipping churches around them. The churches enable the development of new congregations, drawing on central resources to support this work.

Any church can work with their nearest Mission Hub Church. Together they can identify what needs the church has to grow and what gifts and experience they could share with others in the hub network. This enables the sharing of our gifts for mission and ministry in new ways between different churches and traditions. A Mission Hub Church can also work with a church in any other part of the diocese that it has a particular relationship with in order to facilitate mission.

We currently have six Mission Hub Churches, they are:

- St Laurence's, Foleshill, Coventry
- The Bridge Mission Hub, Coventry
- St Paul's, Leamington Spa
- Alcester Minster, Alcester
- Bedworth Mission Hub, Bedworth
- St Andrew's, Rugby

Alongside our Mission Hubs, we have 4 church urban plants in Hillfields, Tile Hill, Bedworth and Wyken. The aim is to grow a new congregation in each area, alongside offering pastoral and worship ministry for existing congregations where applicable. Our vision is that these plants will have a generative impact over time, replicating into other estates and urban contexts, providing learning environments for leaders-in-training to gain expertise and confidence for church planting and community engagement.

Our healthy churches and growth work is facilitated through the diocesan office team, St. Marks Resource Church and funded by both the Diocese and from the national church through the Strategic Development Fund for the 4 church urban plants.

The Diocesan Board of Finance Office

There are approximately 57 employees of the Coventry Diocesan Board of Finance who are based at the Diocesan Office, some of which are involved with the Parishes directly and some who support Parishes from the office.

Our Diocesan Secretary and CEO is Jacqueline Ladds.

The areas of work that our employees support the Office and Parishes with are:

- Care of Church Buildings
- Communications
- Finance
- Governance and Grants
- Human Resources
- Information Technology
- Mission and Discipleship
- Operations
- Property
- Safeguarding



Our Values

At the Diocesan Office, we expect our employees to be supportive of and live out our values at work :

Community: To have a sense of togetherness and common purpose, with room for differences

Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience

Integrity: To be genuine, authentic and honest, and value each other

Service: To recognise people's needs, give without expectation and use our gifts for each other

Role Summary

This role provides excellent administrative support across two departments in the Diocese of Coventry offices:

- The Ministry & Leadership team provides learning, training and development for volunteer Christian leaders across Coventry and Warwickshire. (The role holder is based in this team, and most of their working time is focussed there.)
- Website administration. (Half a day each week will be committed to this.)

Key Responsibilities

Working closely with the Lay Learning & Training Lead to administrate learning and training Programmes across Coventry Diocese.

Keeping the diocesan website up to date.

- Administration of 'Pathways' training programmes:
 - booking, and liaising with, event venues
 - setting up Zoom meetings
 - administrating the annual programme
 - processing data re people's training progress
 - point of contact for programme participants
 - supporting training deliverers
 - other administrative support
- Provide administrative support to the Ministry & Leadership team as and when required.
- Website administration:
 - updating information, text and images
 - liaising with content providers

Key Contacts

This role reports to the Lay Learning & Training Lead.

The other key relationships are:

- Director of Ministry & Leadership
- Director of Communications
- The Equip Hub Lead
- The Ministry & Leadership Officer
- 'Pathway' programme participants
- The Ministry & Leadership Team
- The wider Mission & Discipleship Team, the Finance Team and other DBF members of staff, diocesan clergy, staff and volunteers of churches in the diocese

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Qualifications and requirements	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent qualifications	√		AF
Flexibility to travel occasionally across the diocese		√	AF
Willingness to work flexibly with occasional weekend or evening events if required	√		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	√		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	√		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors, websites, spreadsheets and databases	√		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	√		AF/I
Ability to maintain the highest standards of confidentiality	√		AF/I
Ability to work both, collaboratively within a team, and on their own initiative	√		AF/I
Excellent interpersonal and communication skills in general communications, individual emails, in-person and on the phone	√		AF/I
Ability to understand, operate and explain complex administrative processes	√		AF/I/T
Knowledge of the Church of England structures and practices.		√	I
Personal Qualities			
Positive and approachable	√		AF/I
Able to be calm under pressure	√		AF/I
Supportive of the aims of the Church of England and the values of the diocese office: <ul style="list-style-type: none"> • Community: To have a sense of togetherness and common purpose, with room for differences • Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience • Integrity: To be genuine, authentic and honest, and value each other • Service: To recognise people's needs, give without expectation and use our gifts for each other 	√		AF/I

There is no occupational requirement for the successful applicant to be a Christian. We welcome applications from all candidates regardless of faith or belief system

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss what reasonable adjustments we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

Salary and Benefits

Employer: Coventry DBF

Line Manager: Lay Learning & Training Lead

Place of Work: Coventry Diocesan Offices

Salary: £17,325 per annum (FTE £28,875)

Working hours and pattern: 21 hours per week. Weekly working days/hours (Monday to Thursday) to be agreed to meet the requirements of the role with occasional evening work or weekend required.

Duration: permanent

Pension: Non-contributory Pension Scheme with 8.5% Employer contributions

Life Assurance: 2 x Salary

Wellbeing Package:

- 25 days annual leave, plus bank holidays and an additional 3 days leave at Christmas
- An annual leave purchasing scheme
- Enhanced Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Employee Assistance Programme, Mental Health Support and access to our Diocesan Counsellor
- Eye Care Vouchers
- Pastoral Retreat Grants
- Training & Development
- Free Bible study resources
- Time off each year to volunteer at your chosen Charity
- A day off for your birthday
- Long service awards
- Weekly Tea/Coffee Staff get togethers and other staff events

Key Information

Interview location: Coventry Diocese

For an informal discussion about this role, please contact: Rob Harrison:

rob.harrison@coventry.anglican.org, 07572 172128

Please send applications and equal opportunities forms to:

Debbie.Niblett@Coventry.Anglican.org

How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):
 - “Main duties and responsibilities” in the previous employers’ sections.
 - “Describe your present employment in terms of responsibilities and relationships”
 - “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).
- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
 - Don’t assume that we have knowledge of the situation/context that you are writing about.
 - Avoid using acronyms as we may not know what they mean.
 - Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, to do the role, so please give as much detail as you can. These are the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake. For each essential criteria, write as much about your experiences as possible.
 - Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria

as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.

- When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
- S – Situation – what was the situation you were facing?
- T – Task – What was it that you needed to do?
- A – Action – How did you complete the task and why? (highlight only your contribution, not others)
- R – Result – What was the outcome of your actions, what went well, and what did you learn?

Information for Clergy moving from Parochial Posts

- If you are considering moving from a Parochial post to a post within the DBF, you may have some questions about how the salary and benefits differ from Parochial posts. The following is a run-down of the most common questions and answers:
- There is no house provided for DBF posts, so you will need to find accommodation that suits your needs.
- There is no relocation package, therefore any moving expenses will need to be self-funded (removal firms/solicitors fees etc)
- During your employment with the DBF, any expenses for mileage are only payable for work-related journeys, not commuting to and from work.
- At the Diocesan office, we have a flexible approach to working location, being able to work from the office and from home (pending satisfactory home-based risk assessments). You will not receive an allowance if you choose to work from home, and apart from a laptop and mobile phone, you will be expected to provide your own desk, chair and ergonomic equipment for your home workstation (You will be provided with a fully equipped workstation within the Diocesan office).
- The allocation of parking at the Diocesan office is a discretionary provision and is limited. It is allocated to staff members in accordance with the car parking policy. Should you require parking you can contact the Operations Administrator to book this for you, but typically, you will be expected to park off-site.
- As part of your role, you may be required to or wish to minister in the Diocese. In the former case, your appointment will need to be approved by the Bishop, in the latter you will be able to discuss a General License or PTO with the Bishop.
- You should seek financial advice on the following:
- If you own a house which you rented out but no longer live in accommodation that is tied to your post (Vicarage/Rectory), your primary residence status may lapse, and if so, your home will become liable for Capital Gains Tax on the sale.
- You can choose to join the non-contributory DBF Church workers Pension scheme which pays out 8.5% employer contributions plus gives 2 x salary in the event of death in service. Alternatively, you may choose to remain in the Clergy Pension Scheme. If you do so, your take home salary will be reduced to consider the much higher pension contribution required compared with the Church workers pension Scheme. Due to the way the Clergy Pension Scheme is managed your take home salary may vary if the

employer contribution to the scheme varies. This could be both up or down. The revised salary if you choose this option can be provided on request.

Thank you for your interest

Thank you for applying to work for us. If you have any questions, you can contact the HR Officer or Recruiting Manager whose details are written in this pack.

We wish you every success with your application and thank you for your interest in our Diocese.