

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL

JOB PROFILE

SECRETARY GENERAL

JOB TITLE:	Secretary General, General Synod and Archbishops' Council
GRADE:	Chief Officer
LOCATION:	Church House, Westminster
ACCOUNTABLE TO:	General Synod, Archbishops' Council, House of Bishops and Joint Employment and Common Services Board.
KEY RELATIONSHIPS:	The Archbishops, the Chair of the Archbishops' Council Finance Committee, other members of the Synod, Council and House and the other chief executives of the National Church Institutions.
BACKGROUND:	The Secretary General is the Chief Officer to the General Synod – a legislative and deliberative body of some 470 voting members – the House of Bishops – one of the three Houses of the Synod – and the Archbishops Council – a national trustee body of 19 members whose statutory remit is to “co-ordinate, promote, aid and further the work and mission of the Church of England.”
JOB SUMMARY:	<p>The core of the role is to</p> <ul style="list-style-type: none">• Develop and initiate solutions and provide high quality advice and leadership so that these three interrelated national bodies can take good decisions,• Secure their implementation,• Lead and manage the Archbishops' Council team,• Exercise a lead coordinating role in relation to national church business more generally,• Ensure a productive partnership with the Dioceses,• Promote/protect the interests of the Church of England in Whitehall and Westminster and,• Engage effectively with other churches
MAIN DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Acting as Principle Adviser to and Chief Officer for the General Synod, the House of Bishops and the Archbishops' Council.• Leading the staff team supporting these bodies, coordinating the work of the National Church Institutions' Chief Officer Group, acting as joint chief executive of the Church of England Shared Services Company and nurturing a constructive partnership with the dioceses.• Preparing the Councils' business plan and budget being accountable for its effective management.

- Delivering major projects on behalf of the Council, House and Synod.
- Promoting the interests of the Church Of England in Whitehall and Westminster.
Representing the Church of England in its relationship with other churches.

PERSON SPECIFICATION:

- Worked in more than one sector i.e. private, public/and or not for profit.
- Worked in organisations that have complex safeguarding issues.
- Has theological literacy and an understanding of the history and culture of the Church of England.
- Served the church in a voluntary capacity at local level.

EDUCATION:

- A graduate with a proven record of continuous professional development.

CHARACTERISTICS:

- Committed Anglican, passionate about their faith and the Church of England
- Courageous - bold and resilient.
- Ethical – honest and trustworthy.
- Inspirational – engages people’s hearts and minds.
- Relationship builder – open and collaborative.
- Objective – able to see issues from different perspectives.
- Catalyst for change – able to build the future organisation.
- Diplomatic – strong interpersonal sensitivity.
- Results driven – clear and accountable.
- Flexible – able to manage changing priorities on a macro and micro level.
- Emotionally intelligent.

KEY PRIORITIES:

- Accountable for ensuring the highest quality service to General Synod, Archbishops' Council and House of Bishops and their respective committees
- To develop the strategy and thought leadership to support and enable the work and decisions of the Archbishops' Council
- To lead and drive the most effective and efficient operations through the Archbishops' Council staff
- To develop and lead a strong team, creating a Christian ethos driven culture that delivers the required outcomes
- To co-ordinate the management of the various change programmes of the Church of England, notably the Reform and Renewal agenda
- To promote and model the most effective collaboration with the Dioceses, other National Church Institutions and the wider Church
- To organise and prioritise the resources at our disposal to meet the Church's strategic goals
- To forge optimal liaison with Parliamentary, governmental, ecumenical and other relevant bodies
To promote, protect and develop the interests/reputation of the Church of England and its spiritual growth.

MAIN CHALLENGES:

- Leading the central CofE organisation to deliver an agreed complex programme of change over a number of years that delivers growth in discipleship and a sustainable national Church for future generations
- Ensuring all responsibilities around safeguarding follow CofE safeguarding principles and leading on risks and issues around safeguarding internally and externally, when necessary.
- Managing the high profile, and scrutiny by wider society, of all activity of the Church
- Working and gaining influence in a complex legal and governance environment, with many different stakeholders with diverse views and conflicting priorities
- Creating ways and means that enable sufficient discussion of and alignment on plans and activities that enable the central organisation to operate effectively and with due impetus

PERSON SPECIFICATION:

This post carries an occupational requirement to be a communicant member of the Church of England or another church in communion with it.

EXPERIENCE:

We list key areas of experience below, recognising no candidate will have experience of all of the following:

- Led and successfully delivered in a large organisation in the public, private or non-for profit sector.
- Held a senior role in a large organisation with high public profile and challenging political relationships.
- Led a large team and worked in a matrix type context through influence rather than direct authority.
- Proven effective management of a broad spectrum of stakeholders.
- Demonstrated leadership of complex organisational review and delivery of change both in terms of culture and organisation.
- Dealt with the media and presenting an organisational position in the public sphere.
- Proven effectiveness in strategic policy development.
- Managed within complex bureaucracy and governance.
- Proven thought leadership and innovation.