



*Diocese of
Brentwood*



Bishop's Delegate for Civil Administration

Information for Applicants

Contact for enquiries

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Job Purpose

In a time of significant change, the Diocese of Brentwood is seeking an experienced executive to work on behalf of the Bishop to lead and nurture Senior administrative and pastoral leaders within the Diocesan Curia.

Overview of the Diocese of Brentwood

The Diocese of Essex was formed on 22 March 1917 by the division of the Archdiocese of Westminster; and the Diocese of Brentwood was erected by the Bull, *Universalis Ecclesiae Procratio* of 20 July 1917.

The Diocese consists of the Administrative County of Essex, the Unitary Authorities of Southend-on-Sea and Thurrock and the London Boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest.

Bishop Alan Williams

Born in Lancashire in 1951, Alan Williams trained for the priesthood at Allen Hall before which he obtained a Degree in Natural Science from Durham University, a Degree in Theology from the University of Cambridge, a PhD in Psychology from London University and a Masters Degree in Education from the University of Hull.

Bishop Williams previously served as Director of the Roman Catholic National Shrine at Walsingham where he had overall responsibility for pilgrimage and retreat work. He also served as parish priest at St Lawrence of Canterbury, Sidcup. He is a former Major Superior of the Marist Fathers in England, a post he held from 2000-2008 and has also served as a schoolteacher and chaplain in secondary schools and Catholic chaplain at Sheffield Hallam University. He has also taught Christian Spirituality at postgraduate level.





The Vision of the Bishop

The Diocese of Brentwood has published its Vision for the future renewal and restructuring of the diocese in Essex and East London. The document, entitled *Vision Document: Shaping Our Future*, was published and distributed to parishes to coincide with the beginning of Advent. It is the fruit of much work and consultation in the diocese about renewal and restructuring through the Stewards of the Gospel process. The plan aims to maximise the opportunities for evangelisation, sacramental provision and putting faith into action through charitable works across the diocese, given the resources available in decades to come.

Parish Partnerships

Parish Partnerships will work together to discern the best long-term future for the parishes that make up the partnership. Every Parish Partnership will be a temporary entity that will evolve into something else over a year or two. For example, a Parish Partnership could evolve into:

- A formal Parish Partnership with a written co-operation agreement
- Linked parishes with a formal linking agreement
- A merged parish

Further information can be found here: <https://www.dioceseofbrentwood.net/wp-content/uploads/2017/04/Diocese-of-Brentwood- Vision-Document-1.pdf>



Main Responsibilities

People Management

- Lead seven Diocesan Directors (currently four administrative, including Development, Property, Health & Safety and Finance, and three pastoral, including Youth Ministry, Education and Music). This leadership will be supported by Episcopal Vicars – priests of the Diocese with operational experience of each of these Departments, and a close working relationship with each of the Directors.
- Lead the Senior Management Team in forward planning and the effective daily organisations of the Diocese's activities, including business planning, policy setting, financial forecasting and strategic direction making.

Governance

- Ensure that the Diocese has and adheres to robust internal controls. Seek out methods and practices to minimise risk.

Risk Management

- Oversee the risk review pertaining to the running of the Diocese and ensure they are reported to, and reviewed regularly by, the Board of Directors.
- Ensure that appropriate mitigation strategies are in place and appropriate management is applied, in conjunction with the Board of Directors.

Strategic and Operational Planning

- Review and update all organisational policies, ensuring policies are fit for purpose and regularly reviewed, liaising with internal colleagues for specialist knowledge as required.
- Working in collaborating with IT specialisms, lead the development of an appropriate IT strategy and digital solutions for the Diocese
- Working in collaboration with appropriate specialisms and advisors, work to ensure proper data management with the Diocese and compliance with relevant General Data Processing Regulations.

Change Management

- The nurturing of a team ethos between Diocesan Departments, in the context of a time of change across the Diocese.
- An overview of other Diocesan functions including HR, IT and H&S.

Health & Safety

- Manage the contractual relationship with the Diocesan Health & Safety Consultants.

- Have oversight of Health & Safety risks across the Diocese.

Insurance

- Ensure that all Diocesan insurance policies are managed, renewed as required and that the Diocese receives value for money and has appropriate cover as agreed with the Board of Directors.

General Responsibilities

- To operate in a way that ensures being a recognised role model for the Diocese's Core Values and Behaviours.
- To comply at all times with Health & Safety regulations and safe working practices in accordance with current legislation.

Person Specification

The postholder must fulfil the requirements of ecclesiastical office under the Canon Law of the Catholic Church. The post is therefore subject to the occupational requirement that the holder is a practicing Catholic under Part 1 of Schedule 9 of the Equality Act.

Essential

- A thorough knowledge of the Catholic Church, and especially the administrative structures and pastoral work of a large Diocese.
- Proven ability, at a senior managerial or consultant level, in an organisation going through a time of change.
- Proven senior management ability to nurture, support and challenge colleagues who are at senior levels in an organisation.
- Relevant professional qualification in management or related discipline
- Experience in compliance, governance and internal controls.
- Confident and resilient, with the ability to remain calm under pressure and motivated in challenging situations.
- Experience of managing organisational change.
- Experience of leadership and people management.