



DIOCESE OF
COVENTRY



New Worshipping Communities Coordinator 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 more than 200 parishes 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, 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 recruitment pack.

Jacqueline Ladds

Diversity, Equity and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

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

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

The Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull. With our network of over 200 parishes, we have a Christian presence in every local community. 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 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.

The Diocesan Board of Finance Office

There are approximately 50 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

We're looking for an enthusiastic individual with office administration and good people skills to join us and provide the support we need to help us launch and support 150 New Worshipping Communities. The role will provide excellent administrative support to the Director of New Worshipping Communities & Healthy Churches, as part of the Diocesan vision for parishes to develop, plant, and grow 150 New Worshipping Communities by 2030.

This will be achieved through supporting the central Mission and Discipleship team and the work of six Diocesan Mission Hub Churches and four Urban Church Plants. The role has a focus on the creation and facilitation of Learning Community events, as they seek to support lay and ordained leaders in planting New Worshipping Communities, including work with the Myriad & Church Centre for Multiplication (CCX) national teams.

Key Responsibilities

To work closely with the Director of New Worshipping Communities and Healthy Churches with the following key responsibilities:

Facilitating Learning Communities

- Planning and coordinating training events
- Communicating with teams, speakers and participants before, during and after the events
- Being available to respond to requests and queries for support
- Create, collaborate and circulate pre-gathering running orders and post-gathering de-briefs for learning community teams
- Attend up to 4 weekend learning community gatherings per year with responsibility for managing the event timings, set up, registration, recording of content and set down after the event.
- Advertise learning communities through appropriate channels (central communications team, mission hubs and parishes) including highlighting dates, venues and times and booking details via the Equip Hub (learning platform) and other online learning platforms as required
- Lead prayer meetings in preparation for learning community events and offer practical and prayerful support to team members during learning community events.
- Attend online prayer and organisational meetings for learning communities including note-taking and following up on actions agreed.
- Ensure Data protection and GDPR policies for recruitment for learning communities are in place and followed.
- Work with the Parish Safeguarding Officers and Diocesan safeguarding teams to ensure participants have followed appropriate safer recruitment processes and have undertaken necessary safeguarding training and DBS checks (if applicable), resolving any issues with accessing appropriate training.
- Recording, distributing and monitoring team plans made at learning community gatherings, working with the Programme Manager to discern patterns, trends and future resourcing or training needs.

Mission Hubs Coordination

- Plan dates, and venues and coordinate hospitality for Mission Hub Working Groups (around 3 per year), attend these meetings, take and circulate minutes and keep an up-to-date Action Log.
- Keep track of and respond to finance queries relating to mission hubs.
- Manage an events diary of all key training at Mission Hubs.

- Ensure all key upcoming training is on Equip Hub and is sent to the Comms team.

NWC and Healthy Churches team Coordination

- Support 1-2 Diocesan conferences or events to assist with set up, queries and set down.
- Keeping records of 1-2 conference budget plans and spending for conferences.
- Supporting Healthy Churches Enabler with the administration of healthy churches work through the processing of Natural Church Development surveys.
- Provide administrative support to the wider ministry team when required by the Director of New Worshipping Communities and Healthy Churches.
- Establishing good communication with the Together for Change (TFC) team and the Ministry and Leadership team to ensure good communication across Diocesan training events.

Key Contacts

This role reports to the Director of New Worshipping Communities and Healthy Churches.

Key relationships will be with:

- Mission hub ordained leaders (currently 6 hubs)
- Mission hub ordained & lay associates (currently 6 hubs)
- Urban Church Plant Leaders (currently 4 plants)
- Programme Manager

The post holder will work within the Mission & Discipleship Team (led by the Archdeacon Missioner), and this role will particularly work with:

- The Director of New Worshipping Communities and Healthy Churches
- Healthy Churches Development Enabler
- Growing Faith Enabler
- Intercultural Mission Enabler
- Evangelism Enabler
- Generous Giving Enabler

Other significant relationships will be working with the wider central Diocesan staff team, parishes including clergy and Area Deans, and lay leaders of New Worshipping Communities. The post holder will be employed by the Coventry Diocesan Board of Finance Limited (DBF).

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	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent	√		AF
Knowledge and Experience			
Experience of administration in a busy office environment	√		AF/I/T
Excellent administrative skills, including maintaining spreadsheets with the ability to work accurately and with attention to detail	√		AF/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	√		AF/I
Ability to work collaboratively as part of a team and on their own initiative	√		AF/I
Responding to queries and problem solving calmly and effectively	√		AF/I/T
Communicating at all levels up to and including senior management/leaders	√		AF/I
Able to secure, build and maintain good working relationships with all stakeholders, contacts and colleagues	√		I
Skills and Abilities			
Excellent interpersonal and communication skills – written and verbal – especially by telephone and email	√		AF/I
Knowledge of general IT systems and applications including Microsoft Office (Word, Excel and PowerPoint), Online Survey Tools	√		AF/I/T
Some knowledge of the Church of England structures, ordination selection		√	I

and training, safeguarding policies and practices			
Highly organised and excellent time management skills	√		AF/I
Personal Qualities			
A demonstratable commitment to the Mission of the Church of England called to proclaim afresh the Christian faith in each generation.	√		AF/I
A passion for New Worshipping Communities and a desire to serve the leaders of New Worshipping Communities across Coventry and Warwickshire	√		AF/I
Committed to the aims and ethos of the Diocese of Coventry	√		AF
Practising Christian who is either a communicant member of the Church of England, a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England, or other non-denominational Trinitarian church	√		AF/I
Ability to travel across the diocese	√		AF
Available and willing to undertake evening and weekend working	√		AF/I
Professional, friendly and approachable, including when under pressure	√		AF/I

The post-holder will be an employee of the Coventry Diocesan Board of Finance. This role requires preparation of and participation in acts of Christian worship. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post is to have a committed Christian faith.

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 Diocesan Board of Finance

Line Manager: Director of New Worshipping Communities and Healthy Churches

Place of Work: Coventry Diocesan Offices with travelling across Coventry and Warwickshire, as required.
Hybrid working with agreement from the Line Manager.

£11,425.59 (£28,034 pro-rata) for 16 hours per week term time only

the total salary is inclusive of holiday pay of 7.2 weeks per year, and will receive 1/12th of the annual salary each calendar month

or

£11,213.60 (£28,034 pro-rata) for 14 hours per week over a full year

Working hours and pattern: Either 14 hours per week over a full year, or 16 hours per week term time only.

We are open to the post being spread over a working week to suit a potential post holder but would prefer a consistent work pattern.

For example, 16 hours could be 4 hours a day over 4 days: 10 am - 2 pm Mon – Thurs

Occasional evening work or weekend work required for events up to 4 times a year with advanced notice. Time off in lieu will be given for this.

Duration: Fixed term contract to 31 December 2027.

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., for term time only workers the total salary is inclusive of holiday pay of 7.2 weeks per year, and will receive 1/12th of the annual salary each calendar month
- 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
- Weekly Tea/Coffee Staff get togethers and other staff events

Key information

Interview location: Coventry Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX

For an informal discussion about this role, please contact: Revd Jenny Irvine

Jenny.Irvine@Coventry.Anglican.org

Please send applications and equal opportunities forms to Debbie Niblett

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, in order to do the role, so please give as much detail as you can. It is 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

take into account 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 Advisor 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.