

# Bishop's Head of Staff & Projects

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BISHOP'S OFFICE & JUBILEE HOUSE  
Diocese of Southwell & Nottingham



## VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

## JOB PURPOSE

The Bishop's Head of Staff and Projects will provide executive operational oversight for the development, communication and delivery of the strategic leadership priorities of the bishop within the diocese and his present and emerging areas of engagement in the wider Church.

The Bishop's Head of Staff and Projects will have line-management responsibility for the Bishop's Office Team, liaising closely with the Bishop of Sherwood and Diocesan Chief Executive in providing executive support to the Bishop in his leadership of the Bishop's Core Team.

This interim role will include reviewing how the operational shape and systems within the Bishop's Office Team can be optimised in providing the necessary support for all mandatory and elective aspects of the Bishop's ministry, ensuring best outcomes within a healthy culture. This will also determine the shape of the Head of Staff role in preparation for a permanent appointment.

They will also represent and support the Bishop on specific projects in working with key partners in the wider diocese, Church of England, national life through his work in the House of Lords, as well as opportunities for engagement with the world church.



## JOB PROFILE

Title	Bishop's Head of Staff and Projects
Reports to	Bishop of Southwell and Nottingham
Location	Bishop's Office / Jubilee House, Southwell
Basis of employment	Interim for 9 months (Full time)
DBS check required? (Yes/No)	Yes
Special Conditions	There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England.
Date written/updated	December 2025

## WORKING RELATIONSHIPS (BOTH EXTERNAL & INTERNAL)

- **Bishop of Southwell and Nottingham**
- Bishop of Sherwood
- Diocesan Registrar
- Bishop's Core Team
- Diocesan Safeguarding Team
- Communications Team
- Clergy
- Parish volunteers
- Bishop's Parliamentary Assistant
- Civic leaders and external partners/stakeholders.

## MANAGEMENT RESPONSIBILITY (FOR OTHERS)

- Bishop's Office Team

## PRINCIPAL TASKS

### OVERSIGHT AND MANAGEMENT OF THE BISHOP'S OFFICE TEAM (20%)

- Lead the Bishop's Office Team as line manager, leading on recruitment, induction, ongoing monitoring and personal development (including performance and personal development reviews)
- Ensure that the Bishop's Office Team have the confidence and expertise in responding to the multifaceted enquires and requests that come to the Office, leading in the response to more complex matters or concerns.
- In conjunction with the Diocesan Registrar, support the Bishop's Chaplain in their responsibility for the administration of the Clergy Discipline Measure and complaint/grievance procedures relating to clergy or church officers.
- To provide guidance and support as appropriate to the Bishop's Chaplain who is the first point of contact in the Bishop's Office for safeguarding matters and as they attend Safeguarding Planning Group meetings and the Diocesan Safeguarding Advisory Panel on behalf of the bishop. Also ensuring that all paper files for CDM's and Safeguarding Concerns have been consistently logged and updated.
- In support of the Bishop, on occasion liaise with the Diocesan Safeguarding Officer, Regional Safeguarding Lead and NST to ensure appropriate due diligence in the Bishop's Office to safeguarding policy and procedure.
- Ensure that the Bishop's Office Team follows best practice, policies and procedures in the management of all data in line with GDPR.
- Ensure that the Bishop's Office Team are equipped to provide effective administration of financial, buildings and events/hospitality, as well as the operational assistance needed to enable the Bishop's Ministry.
- To work with the bishop to foster a healthy and sustainable working culture for the Office Team that is focused, collaborative and caring.
- Regularly review and reflect on the work the bishop undertakes, including leading on diary and strategy meetings with the wider team.

### BISHOP'S LEADERSHIP OF CORE TEAM AND LEADERSHIP PRIORITIES IN THE DIOCESE (30%)

- Working closely with and for the Bishop to ensure effective organisation and operational delivery of the work of the Bishop's Core Team in alignment with the agreed vision, strategy and plans for implementation.
- Supporting the Bishop's Executive Assistant to ensure that papers, notes, agendas and minutes are provided in a timely and clear format.
- Liaising regularly with the Diocesan Chief Executive, Bishop of Sherwood, Archdeacons, Director of Ministry and other members of the Core Team, on behalf of the Bishop in relation to executive decision-making and strategic delivery.

- Work closely with colleagues across the diocese to lead or contribute to specific agreed time-limited projects on behalf of the Bishop, mainly where they relate to the delivery of objectives arising from the vision and strategy.
- Providing executive strategic leadership to the Bishop in all internal and external communications, liaising with the Diocesan Communications Team, national CofE communications and wider media; also leading for the Bishop both proactively and reactively on public relations matters.
- To share responsibility for out of hours national media enquiries
- Have particular strategic regard to the opportunities and risks for the bishop's ministry.

### **BISHOP'S ENGAGEMENT IN THE CITY AND COUNTY, ALSO THE HOUSE OF LORDS (15%)**

- Supporting the Bishop in liaising with key external partners across the city and county.
- Liaising with key partners and stakeholders in addressing particular issues and opportunities that arise requiring the Bishop's engagement, including in times of local or national crisis.
- Advising and assisting the Bishop in his various national church roles and his specific work in the House of Lords, liaising with the Bishop's Parliamentary Assistant to ensure good alignment around agreed projects and actions.

### **BISHOP'S MINISTRY AND LEADERSHIP IN THE WIDER CHURCH (35%)**

- Support the Bishop in his work within and through the House of Bishops and General Synod, liaising on his behalf with key individuals, partners and stakeholders, ensuring that he has the operational and strategic assistance needed.
- Work closely with the Bishop in providing executive strategic leadership on his behalf with a range of key national and global church individuals and networks, including the Alliance, the Church of England Evangelical Council (CEEC), and wider Anglican Church networks.
- Providing executive support to the Bishop and engaging on his behalf in the development of key projects and partnerships in the wider national and global church, helping define, shape and deliver the bishop's priorities in relation to i) prayer for revival ii) developing leaders iii) raising vocations iv) enabling growth through evangelism, church planting and revitalisation v) nurturing healthy church cultures.
- Facilitating for the Bishop the 'Project Beyond' working group as they advise on areas of strategic engagement and specific projects.

## PERSON SPECIFICATION

### EXPERIENCE, SKILLS AND PERSONAL QUALITIES

#### Essential

- Educated to a degree standard or equivalent.
- Biblically literate with a good understanding of the overall vision of the Church
- Exceptional leadership and management skills, with the ability to inspire, motivate and empower staff within a politically complex environment.
- Demonstrable intellectual achievement and ability to think at a conceptual and strategic level, with insight and proven ability of managing change in large and complex organisations.
- Able to work collaboratively across organisational and sector boundaries, while demonstrating both sound judgement and independence of mind.
- High intellectual capacity with strong analytical abilities, able to assimilate and analyse information quickly, identifying issues and priorities.
- Efficient with an eye for detail and implementation.
- Evidence of successfully operating at senior management level in a fast moving and complex multiple stakeholder environment.
- Proven experience of using strong, inspirational leadership to improve the performance of an organisation of at least similar size and complexity, with a strong record of achievement in managing and implementing change.
- Able to be a critical friend and to support the bishop in all aspects of his ministry.
- Experience of working under pressure, both independently and collaboratively.
- Proven administrative ability. Well organised, methodical and excellent in assessing priorities. Able to work quickly and efficiently under pressure, prioritising multiple tasks and meeting deadlines.
- Working knowledge of the Church of England, its internal structures and systems.
- Grasp of contemporary political, ecclesiastical and ethical issues, national and international and the ability to spot the implications for the bishop's ministry.
- Ability to maintain a high degree of confidentiality.
- Leading by example, demonstrating enthusiastic commitment to the ministry and priorities of the bishop and the Church of England, and an understanding that the purpose of working for the bishop in this role is to serve the Kingdom of God.
- Possessing a high level of personal credibility and a natural authority, a person who engages and commands the confidence and respect of others quickly.
- A natural alliance builder with a flexible approach to working with other groups and organisations and to sharing resources and information.
- Strong personal commitment to equalities and diversity in employment and service delivery, with a caring and respectful attitude to staff.
- A strong visionary and strategic operator, who can balance the strategic with the detailed when necessary.
- A positive team member who contributes, supports and leads as the situation requires, in order to build high levels of trust and the maximise effectiveness of the team's work.
- A good listener, able to distil and set out a range of perspectives and opinions, while also providing clear leadership and able to make difficult decisions in alignment with the vision and culture set by the Bishop.



## Desirable

- Evidence of building high-value relationships with a range of external partners to achieve organisational objectives.
- Evidence of effective organisational development; track record of harnessing the strengths and potential of staff at all levels of the organisation; maintaining and motivating a senior team.
- Experience of drafting briefs, business plans, researching and drafting papers, particularly but not exclusively in relation to theological material.
- Previous experience of coordinating the work of senior staff colleagues.
- Able to lead and inspire colleagues in the wider diocesan team without necessarily having line management responsibility for them.
- Possessing excellent problem-solving skills and the ability to relate effectively to complex situations and organisations; able to think laterally and creatively.
- Excellent emotional intelligence and comfortable working with uncertainty and ambiguity.



# TERMS OF EMPLOYMENT

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Work pattern	<p>Standard working hours are 35 hours per week, 9am-5pm Monday-Friday.</p> <p>Flexible working essential according to the needs of the role and responsibilities including work out of hours and weekends.</p> <p>Availability to work at least part of the week in Southwell as well as in London</p>
Salary	£55,024-58,053
Holiday	FTE: 25 days per annum plus 8 bank holidays and 5 discretionary days
Probation	6 months
Special Conditions	There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England.

The Diocesan Board of Finance intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

December 2025





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