



Chair of Finance Committee

The Archbishops' Council

Candidate Pack



THE CHURCH
OF ENGLAND



Welcome

Dear Applicant,

We are delighted that you are interested in joining the Archbishops' Council at a pivotal moment in the Church of England's mission and ministry across the nation. I am really looking forward to receiving applications and meeting candidates from the widest possible range of backgrounds. Here at the Archbishops' Council we are one part of the Church of England; an extraordinary community of organisations seeking to make a difference across a diverse society.

The Church of England has an exciting vision for the 2020s, to become a Church for the whole nation which is Jesus Christ centred, and shaped by the five Marks of Mission. A church that is simpler, humbler and bolder. The vision is underpinned by three strategic priorities – to become a church of missionary disciples, to be a church where mixed ecology is the norm and to be a church that is younger and more diverse. The Archbishops' Council will play a key role in supporting and enabling the vision and strategy, not least through the award of well in excess of £100m per year in grants to the wider Church. Thanks to generous distributions from the Church Commissioners, the Council is becoming one of the largest grant-makers in the country.

You will have the opportunity to lead this application of significant financial resources to support the Church's vision and strategy and spread the Gospel across the nation. You will be both a committed Christian and an exceptional financial and strategic leader. You will chair both the Council's Finance Committee – which advises the Council and dioceses on all financial aspects of the Council's work – and the Strategic Mission & Ministry Investment Board – which oversees major grant funding awards to the wider Church on behalf of the Council. You will be responsible for advising the Council on financial matters and representing the Council on financial matters at General Synod and in engagement with other Church bodies. You will also sit on (and may be asked to chair) a number of other Boards and Committees including those related to staff employment matters and shared support services.

You will have significant experience of operating at strategic non-executive / trustee level in a similarly complex environment. You will be someone with a passion to bring both your professional expertise and your committed Christian faith to serve the work of the Archbishops' Council and the Church of England, and be enthusiastically committed to realising the Vision and Strategy and to working collaboratively to maximise the impact of the funding.

You will operate impartially, building trust through applying expertise objectively in decision-making across a diversity of contexts and traditions. And you will be an excellent communicator – an ambassador for the aims of the work of the Council and other boards.

The details on this website will give you much more information about the work of the Council and the National Church Institutions. If you have the experience and the commitment to help lead us forward in this task, we would love to hear from you.

William Nye LVO

**Secretary General
Archbishops' Council
Church of England**

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

Excellence: we take pride in doing a good job

- Understand the needs and expectations of those we serve and support
- Take personal responsibility for solving problems and learn from what we do
- Support what works but be open to and welcome change where it's needed
- Work with others to get the best Result for those we serve and support

Respect: we treat everyone with dignity

- Value people for who they are and embrace our differences
- Listen and learn from each other, regardless of who or what we are
- Set clear, realistic and fair expectations
- Recognise achievement and support each other

Integrity: we are trustworthy

- Do what we have said we will do
- Take accountability for what we do
- Be open and straightforward with ourselves and others
- Celebrate behaviours that support our values and challenge those that don't

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

Our aim is for everyone in the NCIs to feel that they belong and are valued for who they are and what they contribute.

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and to ensuring that everyone, job applicants, customers and other people with whom we deal, are treated fairly and not subject to discrimination. We will do whatever is necessary to provide genuine equality of opportunity. We continuously review our policies and processes to support our aim to create a workforce as diverse as the nation the Church of England serves.

As a Disability Confident Leader, we actively look to attract, recruit and retain those of you who are disabled.

As a member of the Armed Forces Covenant, we welcome applications from those of you who have served in our Armed Forces and their families.

The Archbishops' Council

The Archbishops' Council provides a focus for leadership and executive responsibility, and a forum for strategic thinking and planning within the Church of England. It was established in 1999, and is a registered charity, set up in law to co-ordinate, promote, aid and further the work and mission of the Church of England. It does this by providing national support to the Church in dioceses and locally, working closely with the House of Bishops, Church Commissioners and other bodies of the Church. The Archbishops' Council is one of the National Church Institutions (NCIs).

The Church of England has an exciting **vision for the 2020s**, to become a Church for the whole nation which is Jesus Christ centred, and shaped by the five Marks of Mission. A church that is simpler, humbler and bolder. The vision is underpinned by three strategic priorities – to become a church of missionary disciples, to be a church where mixed ecology is the norm and to be a church that is younger and more diverse. The Archbishops' Council will play a key role in supporting and enabling the vision and strategy, not least through the award of well in excess of £100m per year in grants to the wider Church.

We are seeking an exceptional financial and strategic leader to serve as a member of the Archbishops' Council, with particular responsibility for advising the Council on financial matters and representing the Council on financial matters at General Synod and in engagement with other Church bodies. In this role you would chair both the Council's Finance Committee – which advises the Council and dioceses on all financial aspects of the Council's work – and the Strategic Mission & Ministry Investment Board – which oversees major grant funding awards to the wider Church (mainly to Dioceses) on behalf of the Council. You would also sit on (and may be asked to chair) a number of other Boards and Committees including those related to staff employment matters and shared support services.

You will have significant experience of operating at strategic non-executive / trustee level in a similarly complex environment, and be someone with a passion to bring both your professional expertise and your committed Christian faith to serve the work of the Archbishops' Council and the Church of England.

*The Church of England is currently undertaking a **project to reform the governance and structure of the National Church Institutions**, developing and delivering the **Governance Review Group proposals** published in September 2021. This role will be required to engage with this process as appropriate and may be affected by the changes arising from this work in due course.*



Job description

Job title: Member of the Archbishops' Council, Chair of Finance Committee

Main Responsibilities

Member of Archbishops' Council

In common with all members of the Archbishops' Council you would be expected to ensure that the Council:

- meets its statutory obligations as a registered charity with the Charity Commission, and meets its duties to General Synod
- establishes its strategic direction and achieves its goals
- defines the boundaries of senior management authority
- delegates to senior management the implementation of planned budgets
- monitors performance on a regular basis and holds senior management accountable for the outcomes
- has effective governance, financial and internal controls, and risk management

Members are also expected to:

- acquaint themselves with the National Institutions Measure 1998 (as amended), the Council's objectives and the responsibilities of its members (who are charity trustees)
- regularly attend, and contribute to, Council meetings (usually five a year, two of which are residential) and support others to contribute
- be ready to speak for the Council in the General Synod and elsewhere and generally promote its policies
- join in regular reviews of the Council's activity
- be willing to accept a lead responsibility in relation to specific areas of work of the Council, including through membership of subordinate bodies
- role model and promote the NCIs' values and behaviours through their work and interaction with staff, trustees and other stakeholders

Chair of Archbishops' Council Finance Committee and Chair of the Strategic Mission & Ministry Investment Board

The **Archbishops' Council's Finance Committee** advises the Council and the dioceses on all financial aspects of the Council's work including its investment, stewardship and trustee responsibilities, along with the effects of public financial policy, and the overall financial needs and resources of the Church of England. It makes recommendations to the Council in respect of its annual budget and monitoring and controlling expenditure.

The **Strategic Mission & Ministry Investment Board** determines, on behalf of the Council, the distribution of national church funding to dioceses and partner organisations in line with the Church's vision and strategy, approves funding proposals, ensures effective management of ongoing awards and oversees the impact of funding through monitoring, evaluation and learning.

As Chair of these two key committees of the Council, you would be responsible for:

- ensuring the effective operation of the Committees, facilitating effective discussion and decision making
- working with staff to prepare and plan for meetings, including the forward agenda of business, ensuring members receive the information they need on a timely basis to support their work
- ensuring the Committees operate appropriately within the delegated authority of the Archbishops' Council, reporting back, making recommendations and referring matters to the Council as required
- working with members to develop the effectiveness of the Committees, including undertaking annual appraisals and development discussions, inducting new members and ensuring members reflect the NCI values in the way they undertake their role
- representing the work of the Committees to General Synod, including presenting the Archbishops' Council's budget for approval, responding to Questions, and introducing or speaking in debates as necessary

Membership of other Boards and Committees

- Ex-officio member of the Archbishops' Council Investment Committee (as Chair of the Archbishops' Council Finance Committee)
- Membership of (and if required, Chair of) the Joint Employment and Common Services Board which oversees the employment arrangements for all staff employed by the NCIs (including pay and reward, and key policies), and is a forum for discussion of issues of common concern to the NCIs.
- Trustee (and if required, Chair of) Church of England Central Services which operates shared support services (Communications, Legal, Finance, IT, HR etc.) on behalf of the NCIs, as well as providing some key services to the wider Church.
- Attendance at / membership of other relevant Boards, Committees and time-limited working groups as required (including for example, the Emerging Church Steering Group, the Triennium Funding Working Group, Inter Diocesan Finance Forum etc.)
- Represent the Archbishops' Council on General Synod as an ex officio member, including giving presentations, responding to Synod Questions, introducing or speaking in debates as necessary, and advocacy and relationship-building



Person specification

Essential Characteristics

- A confident Christian with a lively faith, a passion for mission and evangelism and an ability to relate faith to life.
- A person who is committed to the mission of the Church of England and to its spiritual and numerical growth.
- A person with significant experience in strategic financial management within a large and complex organisation, at non-executive, trustee or senior management level
- A person with significant experience of leading organisational change – both cultural and structural
- A listening Christian leader who can build consensus and gain respect.
- A decision-maker who respects and affirms those who disagree and who is able to change their mind in the light of others' insights.
- A persuasive, credible and influential communicator who can articulate the importance of one area of work within a wider strategic vision and who demonstrates honesty and integrity.
- A person with proven ability to chair committees of diverse membership and to provide supportive oversight of a professional and expert staff.
- A person who is willing to share in the corporate task of the Archbishops' Council.
- A person of prayer who will hold the activities and people of the Archbishops' Council in prayer

Desirable characteristics

- A broad understanding of and sympathy for the different traditions within Anglicanism.
- Experience in fields such as political life, public service, voluntary sector activity or other areas engaging with government, public life and ethics.
- Ability and opportunity to respond to requests rapidly and authoritatively.
- Ability to liaise regularly and frequently with others, especially the Secretary General and relevant senior staff (e.g. Director Finance, Director of Vision & Strategy)

Qualifications

- This appointment is open to actual communicant members of the Church of England in accordance with the Equality Act 2010.



Terms of appointment

Salary

The appointment is unremunerated.

Time Commitment

This is a significant voluntary role, with a time commitment which is likely to average one to two days per week, though the pattern will vary significantly depending on the schedule of meetings and activity throughout the year.

Some of the key meeting dates for 2023 are listed below:

Archbishops' Council:

23rd January, 20th March, 9th – 10th May, 25th September, 4th – 5th December

General Synod:

6th – 9th February, 5th – 11th July, 13th – 15th November (contingency)

Dates for the Archbishops' Council Finance Committee, Strategic Mission & Ministry Investment Board, Joint Employment & Common Services Board (JECBS) and Church of England Central Services Board (ChECS) and Interdiocesan Finance Forum are not yet fixed for 2023/2024.

Length of Appointment

The Archbishops' Council will appoint members of the Board for a three-year term. Members will be eligible for re-appointment but may not serve for more than three consecutive terms.

Occupational requirement

All members will need to be practising Christians, able to fully participate in prayerful discernment.

Location

Church House, Great Smith Street London SW1P 3AZ

Expenses

Travelling and subsistence expenses necessarily incurred by members in the execution of their duties are reimbursed in accordance with guidelines issued from time to time by the Archbishops' Council. Except in cases where employers are prepared to release employees without loss of earnings, payment for loss of earnings is at rates similarly determined by the Council.

The Archbishops' Council meets in both the Southern Province (usually London) and the Northern Province (usually Sheffield or York).



How to Apply

We want to encourage applications from a diverse group of people. If you have the skills and experience that we are looking for then we would like to hear from you. We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, or if there is anything we can do to support you in your application, please contact juliet.brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please visit: <https://starfishsearch.com/jobs/coe-chair-fin-comm/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the person specification.

We would be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and will not be seen by the selection panel and is not treated as part of your application.

Thank you for your interest in membership of the Archbishops' Council and in the role of Chair of the Finance Committee. This is a vital and exciting role for someone committed to ensuring a Jesus Christ centred Church of England for the 2020s. A church which is simpler, humbler and bolder and shaped by the Five Marks of Mission. Your role, as Chair of the Finance Committee and of the Strategic Mission and Ministry Board, is to ensure that the Archbishops' Council puts its money where its mouth is. I, and the Archbishop of Canterbury, look forward to welcoming you and working with you in this Gospel-task.



Archbishop of York, Stephen Cottrell

