



Role Title: Head of Stewardship

GOVERNANCE AND ADMISSIONS:

To have oversight of the governance of church schools providing advice, training, and support to ensure that the Distinctly Christian nature of church schools is maintained.

PROPERTY MANAGEMENT

To provide oversight of the asset and land management of church school buildings within the Diocese to protect the EDBF properties. To oversee the funding distribution of the SCA and DFC funding for VA schools. To work with schools to fulfil the Church of England commitment to being Net Zero Carbon by 2030.

Accountabilities	Measures of success	What you need to know
<p>Generic:</p> <ul style="list-style-type: none"> Support the national and diocesan (DBE) <i>Vision for Education</i>. Support the whole diocesan strategy for growth <i>ELY 2025: People fully alive</i>. Work and report to the Deputy Diocesan Director of Education delivering the DBE Measure and associated Work-streams and raising outcomes for the young people attending Diocesan church schools. Work with the Deputy Director of Mission and Ministry in delivering the M&M workstream “pillar 3 -community mission”. Support all officers in ensuring that Safeguarding is compliant in all areas of and support the diocesan Senior Officer for incidents & complaints. The office holder will be home based in line with current Diocesan policy with an expectation to attend all Team meetings and other meetings as required. 	<ul style="list-style-type: none"> Stakeholder Feedback Strength of relationships Achieving deadlines Regular 1-2-1 discussions and the annual appraisal Contribution to the team. 	<ul style="list-style-type: none"> Desirable Qualifications in: <ul style="list-style-type: none"> Business management Governance leadership Property management Experience and skills: <ul style="list-style-type: none"> Leading teams Knowledge of property asset management Working within education Working with governors within a Church school setting Computer literate Enhanced DBS check and safeguarding training
<p>To ensure good property and estate management through robust, and priority driven asset and land management of church schools. To ensure that SCA funding is appropriately allocated, and that due process is followed.</p>	<p>Success criteria annually agreed through <i>Performance</i></p>	<p>How you act</p> <ul style="list-style-type: none"> Work effectively and reliably. Take personal responsibility for their performance.



<p>To ensure that there is a Net Zero Carbon by 2030 strategy in place and support schools working towards it through liaison with National Church, Diocese and Local Authority (LA).</p> <p>To work with Responsible Bodies (DfE, LA), MAT trustees) and over 1000 local governors in matters relating to Governance, property and admissions</p> <p>To ensure high quality Foundation governance by providing advice and support to Church school and academy governors on matters relating to Christian Distinctiveness (as per the SIAMS schedule) and matters relating specifically to church school governance in VA schools.</p> <p><u>Administration and organisational management</u></p> <ul style="list-style-type: none"> • Maintain regular communication with governors and governance professionals of church schools and academies. • Maintain a register of governors. • Manage the Foundation governor appointment process and present foundation governors from maintained Church schools and single academy schools for approval to the DBE. • Undertake an annual governance review. • Liaise with the head of Governance for DEMAT, other MATs and The Strategic lead on Governance for LA on all matters of governance. • Ensure VA school admissions policies are compliant. • Line manage the Diocesan Building Officer. • Line manage buildings support admin. • To liaise with the building surveyor on the priorities for maintaining school assets • To work with the admin responsible for buildings to ensure register up to date. • To advise schools on the process of enabling projects to be agreed • To manage the SCA process and budget • Manage the SALIX process and funding. <p><u>Monitor</u></p> <ul style="list-style-type: none"> • To visit school sites 	<p><i>Management Targets and those aspects listed in the annual DBE Operational Plan (success criteria)</i></p>	<ul style="list-style-type: none"> • Be an effective member of the team. • Look for new ways of working effectively. • Adapt positively to changing demands. • Be constructive and flexible. • Deal courteously with colleagues and others at all times.
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- To maintain a risk, register of priorities for VA schools.
- To advise the DDDE where there are risks of school closure due to building issues.
- To monitor projects to ensure that they are on time.
- To devise and early warning system for the Diocese regarding schools that are significantly at risk of losing their Christian distinctiveness or in breach of their statutory duties.
- Monitor admissions policies for all VA schools to ensure compliance.

Advice and Support

- To advise the DDDE that quotes have been obtained, processes followed for authorising invoices.
- To advise school leaders and governors to support them in identifying priorities and advise on the process.
- To advise school leaders on Net Zero Carbon by 2030 proposals.
- To provide training for governors on the nature of their roles within a church school setting
- Liaise with the SIAMS and RE Officer to provide specific training.
- Advise governors of church schools on the process of the appointment of foundation governors
- Advise governors and school leaders on admissions policies for VA schools and support VC schools when necessary.
- Support amending admissions policies when necessary.

DBE, Diocesan and Cathedral Teams

- To liaise with finance team on project costs and process
- To liaise with contracted building surveyor supporting the diocese
- To liaise with buildings Officers from other Dioceses
- To liaise with CCC/PCC as necessary on building matters
- Attend DBE, DEMAT and team meetings as required.
- Liaise with M&M on matters relating to governance in schools where necessary.

Educational Landscape

Communication and promotion:

- Contribute to digital presence including website and social media input.

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<ul style="list-style-type: none"> • Produce support material for general distribution relating to areas of responsibility. • Attend the national governance group. • Maintain links with CCC/PCC regarding admissions and governance. 		
<p>Professional Development</p> <ul style="list-style-type: none"> • Undertake any necessary training to ensure continuing personal development. • Participate in an annual review of performance. • Maintain professional and technical knowledge and keeping up to date with new and available technologies. 		
<p>Any other duties which might reasonably be requested in association with this role in order to meet the needs of the diocese.</p>		
<p>Agreed by Job Holder..... Date.....</p> <p>Agreed by Manager Date.....</p>	<p>Review date</p>	