



## **Diocesan House Resource Directory**

**(Whom to contact about what)**



*Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration... ([1 Corinthians 12:27-28 NIV](#))*

Within this brief directory you will find those people who are able to serve the Church of God in Canterbury Diocese through the use of their gifts of administration. It is my hope that you will find help you need as you go about the service of Christ in your parishes.

**The Venerable Stephen Taylor (Acting Diocesan Secretary)**

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## Reception & Hospitality

Unless otherwise stated, all staff can be contacted via the Diocesan House Switchboard on **01227 459401**

### **Operations Officer**

Cordelia is the Operations Officer who oversees the operational needs of Diocesan House and Old Palace offices.

Cordelia Sain-Ley-Berry-Gray

### **Operations Co-ordinator and Events & Training Administrator**

Assistant to the Operations Officer coordinate all things connected to the smooth running of DH. Health and Safety, Fabric and maintenance, office equipment and set-ups, IT.

Responsible for visitors and staff welfare while on site.

Responsible for all admin related to the setting up and organising of events and training provided by all departments in DH. Cover on reception as and when needed.

Pip Tanton

### **Hospitality Co-ordinator**

Responsible for all aspects of the Reception and Switchboard role including the organisation of Room Bookings and hospitality requirements for meetings held externally or at Diocesan House.

Wendy Hudson

### **IT Co-ordinator**

Facilitates and implements Diocesan IT strategy

Chris Anthony

## Senior Team

### **Diocesan Secretary**

Has line responsibility for all members of staff but specifically provides synodical and diocesan governance and leadership of the financial, property, HR and communications function.

### **PA to the Diocesan Secretary**

Supporting the Diocesan Secretary as head of the Diocesan Administrative Function ensuring effective resourcing, compliance, management and Synodical function.

Victoria Greatorex

## Changed Lives – Changing Lives Strategy

### **Strategic Programme Manager**

Responsible for overseeing the ongoing development and delivery of the Diocesan “Changed Lives → Changing Lives” Strategy.

Colin Evans

### **Ignite Project Manager (part time 1 day a week)**

Part time post that focuses on ensuring the Ignite project runs smoothly from the Diocesan House perspective.

Simon Marsh

## Human Resources (HR)

### **HR Director (part time Monday – Friday 9.30 – 2pm)**

Support with people management matters relating to employees and clergy. Covering the whole employment life cycle from recruitment to retirement and everything in-between!

Sarah Marsden

### **HR Adviser (part time 2 days per week)**

Reporting to the HR Director and responsible for providing HR support to Managers, Staff and Clergy.

Jess Williams

## Finance & Gift Aid

### **Director of Finance**

Leads the finance department and provides advice to the Boards of Finance and Education, other diocesan bodies, parishes and deaneries.

Doug Gibb

### **Financial Controller**

Financial Controller supports the Diocesan Finance Director and responsible for Diocesan financial reporting and the day to day running of the Finance Department

Jennifer Mulrooney

### **Assistant Accountant (Financial Analyst) Part time**

First point of contact for parish share, parochial fees, investments and payments to the Diocese.

Exchequer support and data analysis

Clare Larter

### **Assistant Accountant (Management) Part time**

Responsibilities include the financial reporting of Together Kent, ensuring the completeness of stipend and payroll information, overseeing the smooth running of the Purchase and Sales ledgers – including reimbursement of claims for church services, consolidated PCC accounts reporting, and Channel Island reporting.

Sara Endicott-Clarke

### **Gift Aid (Part Time)**

Responsible for the Gift Aid process within the Diocese of Canterbury, providing support for parishes for gift aid related queries.

Alexis Stuart-Young

### **Finance Team Administrator (Part Time)**

Provide support for the management of Gift Aid and assist with financial admin within the department.

Louise Mills

### **Finance Team Administrator (Part Time)**

Input sales & purchase ledger invoices, parochial fees and weekly banking

Vicky Alford

## Communications

### **Director of Communications**

Leads on internal and external communications for our diocese, and acts as our Data Protection Officer, offering support to parishes.

Anna Drew

### **Senior Communications Officer**

Part of the Communications team working to help us stay connected, with a focus on environment and social justice.

Nadine Miller

### **Communications Officer (Part Time)**

Assists the Director of Communications

Updates the on-line directory, manages Calendar of Intercessions, updates the Diocesan website.

Marilyn Shrimpton

## Safeguarding

### **Safeguarding Advisors**

The DSA is to advise the diocese and from October 2020, the Cathedral, on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team, other dioceses and key role holders within the diocese.

Fiona Coombs

Paul Brightwell

### **Safeguarding Administrator**

Safeguarding Administrator provides a comprehensive and confidential administrative service to Diocesan safeguarding, management groups and parishes.

Karen Carolan-Evans

### **Safeguarding Trainer**

Katy Harper

## Property Services

### **Property Director**

Deals with all issues concerning property management, development, and sales.

Provides information and advice to Diocese and parishes.

Sarah London

### **Property Administrator (Part time)**

Coordinates the vacant Diocese properties and organises lettings through local agents.

Is at the heart of the property team dealing with a plethora of tasks relating to the properties and provides a supporting role to the Property Director.

Kelly Burnell

### **Assistant Property Administrator (Part time Wednesdays and Thursdays)**

Assisting the Strategic Property Director

Charles Josefson

## **DAC**

### **Care of Churches Officer**

Oversight of church buildings, advice on their maintenance and alteration, contact point for faculty applications, Secretary to Diocesan Advisory Committee  
Edmund Harris

### **Assistant Administrator to Care of Churches Officer (Part time Monday, Tuesday and Friday)**

Assisting and advising parishes on the care of their churches, administering the Faculty Jurisdiction.

Charles Josefson

### **Canterbury Diocesan Enterprises Ltd**

Care of churches, church buildings, parsonages and Benefice property

Kevin Tucker

## **Local Church Development**

### **Mission and Growth Advisor**

Helps the diocese engage in the mission of God, especially through Missional Learning Communities.

The Revd. Steve Coneys

### **Pastoral Secretary (2 ½ days)**

Provides advice and guidance on matters relating to pastoral reorganisation on behalf of the Diocesan Mission and Ministry Committee.

Nigel Collins

### **LCD Administrator**

Provides administrative support across the Mission and Ministry Team, with specific responsibility for website content and finance.

Sarah Lucas

### **Stewardship and Fundraising Adviser**

Supports parishes in encouraging generosity and giving and fundraising.

Liz Mullins

## **Licensed Ministries**

### **Director of Mission and Ministry**

Oversees the discernment, training and formation of lay and ordained ministers; development of mission and the local church; discipleship and learning; prayer and spirituality; and stewardship advice.

Neville Emslie

### **Warden of Readers (2 days)**

Provides advice and guidance on all matters relating to licensed lay ministry (in particular to the office of Reader).

Nigel Collins

### **Local Ministries and Growth Advisor**

Works within several teams developing lay training for local churches, Deanery Mission Accompaniers, discipleship and spirituality resources including Thy Kingdom Come Novena team, the Changing Lives Prayer Network and Changing Lives Conversations

### **PA to the Director of Mission and Ministry and Senior Team**

#### **Administrator**

Administrative, diary and project support to the Director of Mission and Ministry; leads on the administrative support to the wider Mission and Ministry team.

Marianne Hambrook

#### **Administrative Assistant**

Administrative support to the Mission & Ministry team

Lynne Preston

### **Ordinands (DDO) & Vocations Officer**

Responsible for the discernment of vocations generally with specific remit for encouraging and supporting those considering ordination.

The Revd. Jon Marlow

### **PA to the DDO**

Providing personal secretarial support to the DDO/administrative support for ADDOs - ensuring requirements of the ordination discernment process are fulfilled.

Jac Town

## **Communities & Partnerships**

### **Director of Communities & Partnerships & Rural Life Adviser**

Leads the C&P Team in community engagement, environmental and social justice, working with senior staff, parishes and deaneries, and building partnerships with non-church organisations.

The Revd. Jonathan Arnold

### **Exec. PA to Director of Communities and Partnerships**

Administrator for Communities and Partnerships

Company Secretary for Together Kent

Ignite Project Officer

### **Partnership Development Officer (part time)**

Project, event and funding specialist for C&P working closely with partners to develop new audiences for future engagement.

Karen Adams

### **Kent Refugee Project Officer (part time)**

Domenica Pecoraro

## Children, Schools & Young People

### **Director of Education**

Leads strategic work with children, young people and schools. Board Member of the MAT and Senior Executive for the Umbrella Trust (DCACL)

Quentin Roper

### **Deputy Director of Education, School Effectiveness**

School improvement, governance, guidance on developing Christian character and leadership.

Niki Paterson

### **School's Officer (Assets, Projects and Legal)**

Provides advice, support and guidance to all Church schools on issues relating to school admissions, property, finance and capital funding.

Vacant

### **Schools Officer (Christian Character)**

SIAMS, Collective Worship and RE

Rebecca Swansbury

### **Diocesan Children & Young People's Adviser**

Guidance and resources to help the development of a vision and strategy for ministry amongst children and young people.

Ben Hatfield

### **Executive Assistant to the Board of Education (part time)**

Office management including financial administration and Company Secretary.

Rosemary Fletcher

### **CSY Administrator - Governance (Part time – Monday, Tuesday)**

Communicating with and Receiving data from Canterbury Diocese Church of England Schools and Academies, and the appointment of Foundation Governors.

Eunice Thorpe

### **Children & Young People's Ministry Administrator**

Administrative support to the CSY team particularly to the Children and Young People's Adviser

Kira Hedley-Smith





**Diocese of Canterbury**  
CHANGED LIVES → CHANGING LIVES

Diocesan House, Lady Wootton's Green,  
Canterbury, Kent CT1 1NQ