



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth • sharing the story of Jesus • working for the
the common good • worship and witness • loving and serving our communities • journeying together • working for the com
s • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, ever

Inclusion and Diversity Adviser

Application Pack April 2022

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Contact details

Human Resources

Enita Andrews

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For an informal discussion about the role please contact:

Charlie Peer

Head of Mission Support and Ministry Development

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Dear applicant

Thank you for your interest in the post of Inclusion and Diversity Adviser with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Kind Regards

Enita Andrews

HR Manager

Recruitment Timeline

Applications

Applications must be received by **midday Friday 27 May 2022**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Wells, BA5 1FD or by email to recruitment@bathwells.anglican.org.

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

Interview

Interviews will take place in Wells on **Friday 10 June 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



The Diocese of Bath and Wells

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways: caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

- To place mission and evangelism at the heart of all we do.
- To re-align our ministry resources towards mission.
- To identify, develop, and release the gifts of all our people.

About the Role

Thank you for your interest in this important role which will help this diocese to move forward in the areas of inclusion and diversity.

The Diocese of Bath and Wells is absolutely committed to the principle of inclusion in the life of our churches and communities. All are welcome at the feast in the Kingdom of Heaven, and it is our desire to model that here in Somerset. However, in practice we are painfully aware that we are still lagging behind in some areas of inclusion and diversity. People from UK Minority Ethnic backgrounds are rarely represented in our diocesan groups and structures. Women remain a minority in the senior clergy and staff roles of the diocese. We have much more to do in ensuring that deaf and disabled people can fully participate in the life of our church. There is also more work needed to build on the Church of England's "Living in Love and Faith" process, ensuring full inclusion of LGBTQ+ people and mutual understanding between those of different theological perspectives.

We also know that our churches (in general: there are notable exceptions) are not always inclusive, in the broadest sense of the word. The age demographic and the socio-economic background of congregations are often very different to the communities in which their churches are set. This risks a situation where our mission is always focussed on those who "look like us" and not to the full range of demographics in our diocese.

The Inclusion and Diversity Adviser will help us to address some of these challenges. They will advise, encourage and enable the development of inclusion at all levels in the diocese. In particular, they will be asked to develop policies and plans which will address specific priority areas. An initial priority will be an action plan in response to From Lament to Action, the report of the Archbishops' anti-racism taskforce.

The post is for four years and by the end of this, we expect to be in a more robust place with regards to our inclusion and diversity policies.

Please do not imagine that we expect the adviser to single-handedly solve all our problems in this area. You will find a team of supportive colleagues ready to work with you, and a leadership team who are keen to move forward in this area. The post sits within the Mission Development Team and is line managed by the Head of Mission Support and Ministry Development, but there is an expectation of working collegiately across different teams, for example the Education team who already work on inclusion and diversity in church schools.

The adviser will need to be a team player – someone who instinctively works by collaboration and networking. At the same time they will not be afraid to constructively challenge, where they see things that need changing.

Inclusion and diversity are not just about policy. At the heart of the Christian gospel is the conviction that Christ died for all, and God's love extends to every person, without distinction. Christian mission which is not wholly inclusive is not true mission at all. If this is a conviction that you share, and you believe you could bring that to this role, we would love to hear from you.

Charlie Peer

Head of Mission Support and Ministry Development

Job Description

POST: Inclusion & Diversity Adviser (Fixed term for 4 years)

Hours of Work: part-time, hours negotiable to a maximum of 0.5 (18 hours)

Our vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

- Champion the principles of inclusion and diversity across the diocese, encouraging deaneries, parishes, Church of England schools and the Diocesan Board of Finance to identify and challenge social injustice, both within and beyond the church, in line with the fourth mark of mission.
- Advise on and implement ways to measure and improve diversity and inclusion within the diocese.
- Work with the Mission Support and Ministry Development, Education and Bishops' Staff teams to develop policies encouraging inclusion and diversity, and be a voice of conscience ensuring consistent application of the policies.
- Identify and support diversity champions for particular areas and groups.
- Build and maintain expertise in the area of diversity and inclusion, able to respond to questions and make recommendations.

Location: Diocesan Office, Wells, Somerset

Reporting to: Head of Mission Support and Ministry Development

Key relationships:

- Colleagues in MS&MD and across the Diocese, particularly the Deanery and Parish Development Advisers and the Growing Faith/Everyday Faith Advisers
- School Effectiveness and School Organisation Advisers leading inclusion in the Education team
- Bishop of Bath and Wells, Bishop of Taunton, Archdeacons
- Parish Clergy and Lay leaders
- Area Deans and Lay Deans
- Diversity networks and colleagues within the Church of England and the wider society

Main Responsibilities:

- Work with the Bishops' staff team, and specifically with the Head of Mission Support and Ministry Development, to identify and deliver projects intended to improve inclusion in specific areas in the life of the diocese. This will include (but not be limited to):
 - Action plan in response the Church of England's *Lament to Action* report
 - Plan for building on the conversations during the Living in Love and Faith process
- Champion the value of diversity and inclusion across the diocese, as part of the mission and Christian witness of the church. Use all available communications opportunities including talks and presentations at deanery, diocesan and education events.
- Promote understanding of diversity and inclusion and the tangible steps that people can do individually and in different roles/ contexts to broaden participation and representation within the diocese and the Church
- Identify barriers to inclusion in various areas of the diocese's activities. Support and encourage leaders in the diocese to address and remove these barriers.
- Identify, recruit and support diversity champions (voluntary) for particular areas and groups.
- Build and maintain up-to-date expertise in the area of diversity and inclusion, connecting with other relevant colleagues and networks beyond the Diocese. Including knowledge of latest research and activities with proven impact etc.
- Respond to questions and make recommendations
- Intervene where you notice or are made aware of practices/ attitudes that limit the potential for participation and diverse representation.
- Conversely, share, promote & celebrate practices, examples and success stories that have increased inclusion and participation of underrepresented or marginalised groups
- Input into training programmes, events and other diocesan activities, reviewing them from a D&I point of view
- Connect with national church initiatives encouraging the church to become more diverse, including the implementation of "From Lament to Action", ensuring that ideas and resource from the national church are connected to the diocesan action plan.
- Represent the diocese in appropriate networks and groups, both within and beyond the Christian church, ensuring the diocese keeps pace with current thinking and best practice in diversity & inclusion.

General:

- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Diocesan policy and any service-specific procedures/rules that apply to this role.
- To undertake any work reasonably requested by the line manager

Person Specification

| Key Criteria | Essential | Desirable |
|--|---|---|
| Knowledge, Qualifications and Experience | <ul style="list-style-type: none"> • Educated to Level 3 or equivalent • Experience of diversity & inclusion programmes or initiatives • Familiarity with the culture and structures of the Church of England | <ul style="list-style-type: none"> • An understanding of Church of England Schools and associated structures. • Education or training around the topic of diversity and inclusion • Familiarity with recent developments and research in the field • Experience of development work with local churches |
| Skills and Abilities | <ul style="list-style-type: none"> • Persuasive, ability to inspire others • Strong presentation and communication skills • Networking skills, encouraging and co-ordinating individuals and groups • Ability to articulate the place of inclusion within Christian mission and theology | <ul style="list-style-type: none"> • Project development • Social media skills |
| Work-related Personal Qualities | <ul style="list-style-type: none"> • Passion for inclusion and diverse representation and the potential for the Church as a source of for good. • Willingness and courage to bring up sensitive topics and have challenging conversations • Able to adapt to different personalities and contexts • Self-motivated and self-driven • Willingness to be flexible to changing situations • Having respect for other religions and belief traditions, opinions and views | |

Main Terms and Conditions

Hours of Work Part-time, hours negotiable to a maximum of 0.5 (18 hours)

Full time hours are 36 per week. Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. Some evening and weekend work will be required. Flexible working and home working will be considered.

Salary £32,000 - £36,000 per annum, pro-rata

Pension Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday 25 days per calendar year plus bank holidays.
The holiday year runs from 1 January to 31 December.
Additional discretionary days are given at Christmas and Easter.

Expenses All reasonable working expenses will be met at the agreed Diocesan rates.

Probation This post will be subject to a 6 month probationary period.

