

JOB DESCRIPTION & PERSON SPECIFICATION

Chair of the People and Wellbeing Committee



**Diocese
of Salisbury**
Making
Jesus Known



Hello and welcome!

What are we looking for?

This is an opportunity to define culture, advise on strategy and lead a team of dedicated volunteers who are passionate about empowering people to flourish in their roles.

Thank you for your interest in joining our People and Wellbeing Committee for the Salisbury Diocesan Board of Finance (DBF). We are a diverse and geographically widely spread community of Christians, stretching from just south of the M4 corridor to the Purbecks of Dorset and the Channel Islands. We serve more than a million people through our 432 church communities and more than 40,000 children are taught in our church schools.

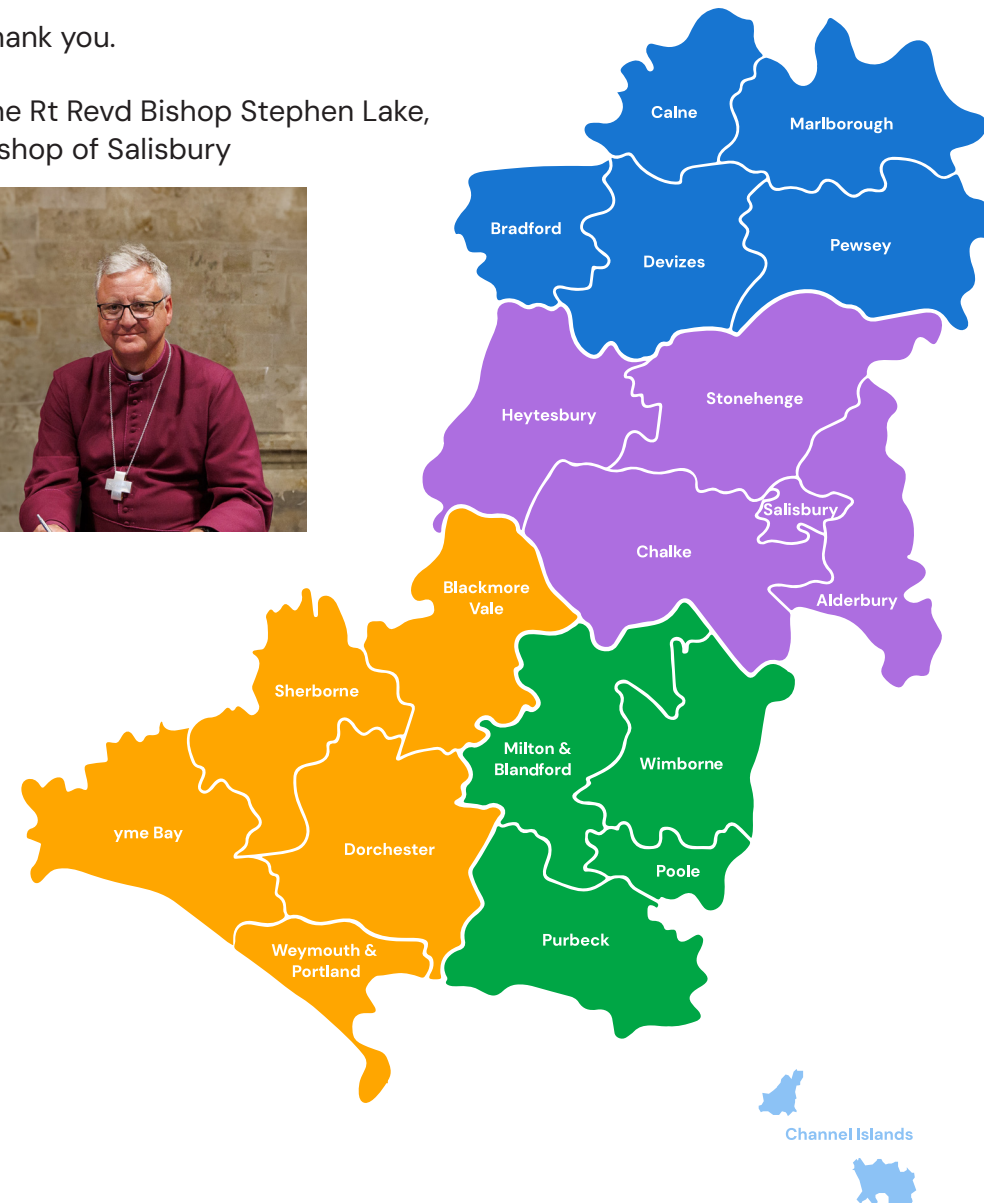
You will be joining at a really exciting and transformational period for our organisations as we share our vision and plans for the next decade. We seek to 'Make Jesus Known', inviting people

to use their gifts and resources courageously, living out our calling as Christians in the communities in which we live and work. The vision sets bold outcomes for a refreshed approach to mission, equipping God's people to gather and worship in a variety of ways, placing children and young people at the heart of all we do, standing up for justice and climate action, as well as setting the path for a financially sustainable future. It is a vision supported by the national Church of England.

We recognise that we are living in challenging times. The need for the Gospel message of hope to reach more deeply into our communities is urgent. To do this, we need courageous, compassionate and empowered staff and volunteers to transform lives and communities and our People and Wellbeing Committee will help us to do this. If you are interested in helping us, please get in touch. You will be joining an energised committee, supported by outstanding staff.

Thank you.

The Rt Revd Bishop Stephen Lake,
Bishop of Salisbury



Our vision and priorities

The Diocese of Salisbury (a geographical area under the pastoral care of a bishop) is a Christian community of churches, schools and chaplaincies serving more than one million people. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities. Today, as always, we are committed to encouraging people to explore their faith in Jesus Christ and discover how God's love can transform lives. We hope that you will join us in this important conversation.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Background Information

The role

The People and Wellbeing Committee is a sub-committee of the DBF board of trustees (also known as the Bishop's Council) and engages in the development of organisational culture, strategy, policy, talent management (staff and volunteers) as well as matters of equality, diversity, inclusion, health, safety and wellbeing.

The appointee will gain valuable insight into the working of a complex organisation, have the opportunity to make useful additions to their networks, get experience in a strategic committee role and play a key part in shaping the way we nurture, support and equip staff and volunteers to flourish.

Our governance

The governance of the Church of England is a somewhat arcane mix of national and church laws and regulations, evolving decisions of various special bodies (synods) central and regionally determined processes and procedures, historic powers and customs, and charity governance. Within England, the Church is formed of semi-autonomous regional bodies called Dioceses. More explanation of this is available upon request.

The People and Wellbeing Committee acts in a decision-making capacity and reports to the DBF board of trustees, also called Bishop's Council. It comprises of up to 8 persons including the Chair, all of whom are appointed or co-opted, offering relevant qualifications and experience. As this is a faith-based organisation, some members will be ordained clergy.

Bishop's Council members are the trustees and directors of the charitable company (Salisbury DBF) which promotes and assists the work of the Church of England in the Diocese of Salisbury.



Key Responsibilities

Leading the People & Wellbeing Committee

- Create the environment for an effective committee, promoting good governance and nurturing productive relationships with and among members.
- Agree agendas, chair the meetings, encourage dialogue and participation, review draft minutes, manage the meeting process and behaviours of committee members.
- Work with the Nominations Committee on recruitment and induction of suitable committee members.

Provide strategic oversight and scrutiny on matters of culture, people, inclusivity, health & safety and wellbeing

- Lead the committee to act strategically as it fulfils its remit as per the terms of reference, ensuring well founded decision-making in the best interest of and in line with the purpose, vision and strategy of the DBF and wider diocese.

Providing support to the DBF CEO and leadership team

- Develop and maintain a productive working relationship with the DBF CEO and leadership team, offer encouragement, support and expertise.
- Be willing to participate in the recruitment process and succession planning for senior staff appointments.

Acting as a figurehead or spokesperson on people, inclusion, health & safety and wellbeing matters, where required.

- Champion the ambitions and safeguard the reputation of the DBF and diocese. Attend and or represent the DBF at relevant meetings and events, and act ethically, responsibly and in accordance with the purpose, vision and strategy of the DBF and diocese.

Time Commitment:

The committee meets at least three times per year for 2–3 hours, either virtually or in person at Emmaus House, The Avenue, Wilton, SP2 0FG, Salisbury, Wiltshire. As Chair, please allow for preparation time and additional meetings to support both the organisation and members of the committee.

Terms of appointment:

This post is for an initial term of up to three years, which may be extended for one further term of three years. Appointment is subject to the approval of Bishop's Council and all applicants will be asked to declare any conflicts of interests.

Remuneration:

The position is unpaid, although the diocese reimburses travel costs and other direct expenses incurred.

Personal specification

We are particularly interested to hear from applicants with experience of People, HR, Organisational Development (OD), Health & Safety, Equality, Diversity and Inclusion (EDI) and or Wellbeing expertise and experience. We welcome applicants that are in empathy with the aims and ethos of the Church of England, regularly participate in Christian worship and are able to attend in-person meetings in Salisbury, Wiltshire.

Knowledge and experience

- Extensive relevant qualifications, training and or experience.
- Experience of serving on and or Chairing governance bodies.
- Experience of working confidentially and sensitively.

Behavioural Requirements/ Competencies

- Clear commitment, vision and passion for the work of the committee.
- Strategic discernment and decision-making.
- Excellent interpersonal and communications skills, capable of relating well to diverse stakeholder groups.
- Good, independent judgement and willing and confident to challenge established models and ideas.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Our commitment to Equality, Diversity and Inclusion

Diversity recognises that everyone is different in a variety of visible and non-visible ways, and that those differences are to be recognised, respected, valued, promoted and celebrated.

The diocese is seeking to ensure it is open to all and serves all communities who live within the diocese. In serving all, we want to ensure that the voices of a greater diversity of people are heard in our structures and governance. We are seeking to build a greater diversity in our workforce, both employees and post holders. We know that we need to make active steps towards this because the inherited culture and identity of the institution has marginalised some communities. The culture needs to change.

In our diocesan vision and strategy 'Making Jesus Known' we are seeking to engage with and welcome, listen to and work with people and communities who have been marginalised by the church, including a range of commitments on social justice. We have taken stock of our own governance participation through an EDI survey. We are clear that we need people with a greater diversity of lived experience within our structures of decision making. We are doing so

with the help from our Nominations Committee to enable much more rigour in governance appointments, including with the perspective of greater diversity in all of its dimensions.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, socio-economic background or other difference.

We will make reasonable adjustments during the application process. If there is anything else you are concerned about or think we could provide, please let us know.

Application process

As part of your application please submit the following:

Part 1 – Complete an Application Form.

Part 2 – Letter no more than 2 pages of A4, telling us about yourself, your motivation for applying for the role the values and experience you will be bringing to the role.

Part 3 – A current CV

Please return applications with supporting documentation by email to:
hadmin@salisbury.anglican.org

Closing date: Friday 9 August

Shortlisted applicants: Virtual or in-person interview between 19 August – 6 September

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hadmin@salisbury.anglican.org

To ensure the fairness of the selection process, shortlisting will be based upon the information 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. A copy of our privacy policy for job applicants can be downloaded [here](#).

The successful candidate will be in alignment with the vision, aims and ethos of the Church of England.

We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found [here](#).

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England, Diocese of Salisbury please feel free to peruse our [website](#). You can also find out more about the team you will be working with on the website as well.



“The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord’s favour.”

LUKE 4: 18 – 19

www.salisbury.anglican.org
parishsupport@salisbury.anglican.org
01722 411922