

Archbishops' Council of the Church of England

About

The Archbishops' Council was established in 1999. The Council is a 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 and other bodies of the Church. The Archbishops' Council is one of the National Church Institutions.

We are currently seeking three exceptional individuals to join the Archbishops' Council of the Church of England. All three members will be expected to have substantial experience as a Trustee and to be able to contribute to the charity in an effective way. They will need to have experience of governance in a large dispersed organisation, and awareness of strategic development.

One of these appointments will also be invited to act as Chair of the Archbishops' Council Audit Committee. This individual will need to have an understanding of risk management and audit processes.

Currently women, persons from a UK minority ethnic background and younger people are under-represented on the Council. Those with current experience of parish ministry are also under-represented. Applications from within these groups would therefore be particularly welcomed.

Terms of Appointment

Time commitment

In addition to preparation for and attendance at meetings of the Archbishops' Council, and meetings of the General Synod, you should expect to be involved yourself in other activities such as participation in committee meetings and working groups, familiarisation visits, training etc. In total the commitment could average up to 5 days a month. The appointment is for 5 years.

For the Chair of the Audit Committee, the total commitment could average up to 7 days a month.

As a member of the General Synod, you also become an *ex officio* member of your diocesan synod, deanery synod and PCC.

Appointments will be subject to fit & proper checks, confirmation by the Archbishops and by the General Synod in February 2019.

Job description

All members of the Council are 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 four 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

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 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 his or mind in the light of others' insights.
- A persuasive 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 with a broad understanding of the Church's national institutions and 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
- Theological literacy.

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

Key relationships:

- The Secretary General
- Members of the Archbishops' Council
- Members of the General Synod
- Key bishops, other Church leaders and senior staff

Qualifications:

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

We in the National Church Institutions support the mission and ministries of the Church all over England. We work with parishes, dioceses (regional offices), schools, other ministries and our partners at a national and international level.

Excellence, Respect, Integrity

We follow these three values in everything we do, whether we are of Christian faith, another faith or no faith.

To learn more about working for National Church Institutions and our benefits, please click [here](#).

We are committed to building a culturally diverse workforce. As part of this commitment, we welcome applications from people, regardless of their background. As a Disability Confident committed employer, it is important to note that there may be occasions where it is not practical or appropriate to interview all disabled applicants who meet the minimum criteria* due to high volume. We limit the amount of interviews conducted to five applicants per open post we advertise.

*Where applicable depending on post requirements.

Additional Information

Synod dates for 2019

2019

18-23 February 2019 (London)

5-9 July 2019 (York)

25-27 November 2019 (if needed) (London)

Archbishops' Council dates for 2019

2019

[23 January – contingency date (Lambeth Palace)]

21 March (Lambeth Palace)

9-10 May (residential)

24 September (Lambeth Palace)

5-6 December (residential)

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).

How to Apply

To express an interest in this role and to be considered for it, please submit the following via the GatenbySanderson website:

- a current CV;
- a supporting statement that addresses the Person Specification and clearly outlines your motivation for applying;
- details of your availability for the final panel provided in the timetable.

Please also ensure you have also completed and submitted the equal opportunities monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

The closing date for applications is 9am 1st November 2018.

The How to Apply section of the website provides clear instructions for uploading your application successfully. If, however, you have any queries in relation to the application process, or you experience difficulties uploading your application, please do not hesitate to telephone the GatenbySanderson team on 020 7426 3982.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then our advising consultants at GatenbySanderson, Katy Giddens (020 7426 3973) or Emma French (07977 225513) will be pleased to take your call.

GatenbySanderson will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Timetable

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| Closing date | 9.00am on 1 st November 2018 |
| Final selection panel with the Archbishops' Council | 22 nd November 2018 |