



**DIOCESE** *of*  
**OXFORD**

**Director of People**

**Candidate Information Pack  
May 2023**





# WELCOME



Welcome and thank you for your interest in the role of Director of People for the Diocese of Oxford.

This is an exciting opportunity to be a key partner as part of our committed senior staff team in realising our shared vision to build a church that is contemplative, compassionate and courageous for the sake of God's world. With our current Director of People leaving us after thirteen years in post, you will join at a key moment to build on our past in delivering our future.

With responsibility for the full range of staff and clergy HR provision across the diocese, you will also oversee our safeguarding and EDI teams and work collaboratively as a strategic leader. This role promises variety, complexity, a focus on people and the opportunity to work collaboratively and creatively with diverse communities for the mission and ministry of the Diocese of Oxford. We are a dynamic, confident and agile organisation, active in shaping national policy.

I hope this information pack gives you a flavour of who we are and what we seek in our Director of People. I look forward to receiving your application if you feel you may be the right person to take on this critical role.

A handwritten signature in dark ink that reads "Mark Humphriss". The script is cursive and fluid.

**Mark Humphriss, Diocesan Secretary**







## About Us

The Diocese of Oxford is the administrative area of the Church of England that, broadly speaking, covers the three counties of Berkshire, Buckinghamshire and Oxfordshire, covering 2,200 square miles – and much the same area as Thames Valley Police.

It sits between the Cotswolds in the west and London to the east. It extends from tiny rural communities to the vastly different cities of Oxford and Milton Keynes. From Chipping Norton to Slough, from west Berkshire to Newport Pagnell, there are villages and market towns, suburbs and urban areas, organised into 626 parishes.

More than 50,000 people worship in 815 parish churches each week and make a significant impact across villages, towns, cities and the world in their daily discipleship and witness. This is more than any other diocese in the Church of England.

Our church schools educate more than 58,000 children for life in all its fullness. Our chaplains serve Universities and schools, prisons, hospitals and the armed forces. Our churches support more than 1,700 social action projects, working in partnership with other agencies to serve the most needy in our region.

### **Further reading**

<https://www.oxford.anglican.org/>

[Vision and Values](#)

[2022 Diocesan Annual Review](#)

[Diocesan Finance](#)

[Bishops and Senior Staff](#)





# Our Vision

## A more Christ-like Church

**Contemplative, compassionate and courageous for the sake of God's world**

Our world is changing in unprecedented ways; we must think afresh about inequality, our communities and human identity. We need to be the best Church we can be in this time: a more Christ-like Church for the sake of God's world. We are not the society for the preservation of old buildings (important though our heritage assets are); a church is the community of God's people, not the building. We believe that becoming more Christ-like is about who we are called to be, not what we're called to do.

We are at the forefront of work on environmental action. We are addressing poverty and inequality through community organising, cost of living crisis help and our Ukrainian refugee support. New congregations are being established in churches of all size and type. Our work with children, young people and schools has attracted national support and forms the subject of a major national bid currently under preparation. A new learning hub starts in September and annual digital programmes reach over 2,000 people. We are actively pursuing social housing solutions to meet the shortage of provision.

# Our Values

## Contemplative

More people spending more time with God

Signs of a greater sense of humility

Listening more and saying less, to ourselves, our world and one another

... more on what it means to be contemplative

## Compassionate

More time spent with more people

Signs of a greater sense of forgiveness, grace and nurture

Gracious welcome and hospitality; taking action for peace and justice

... more on what it means to be compassionate

## Courageous

Taking steps of faith, commitment and endurance

Making a difference in our local communities

Signs of reconciliation; resolving conflict and working together for peace

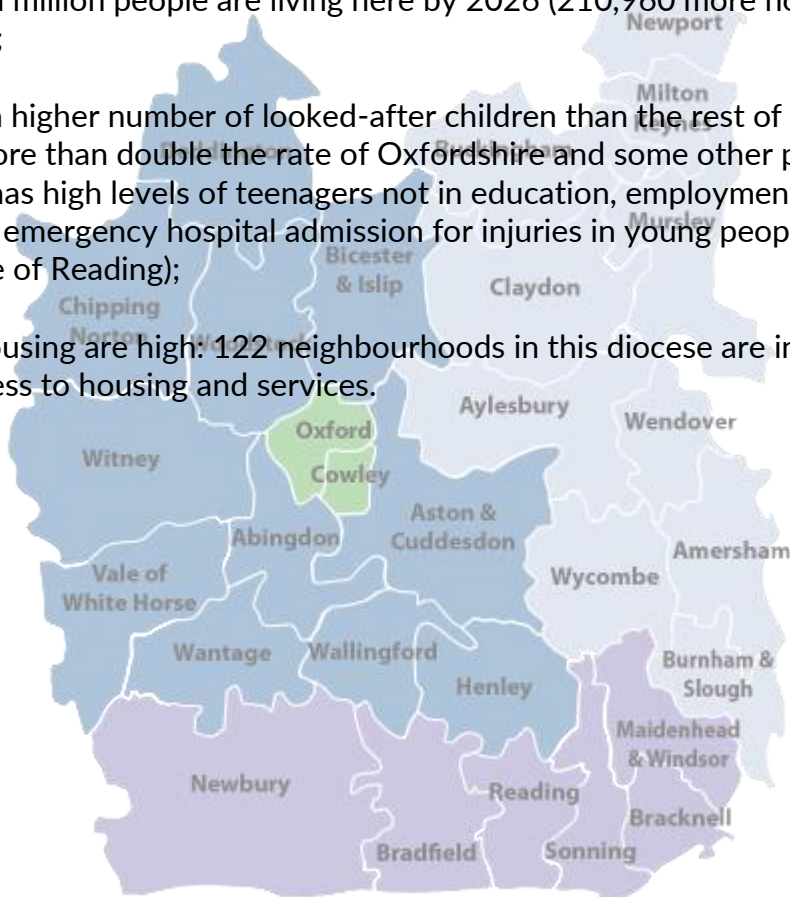
... more on what it means to be courageous



# Key facts

With over 1,000 churches, schools and chaplaincies, the Diocese of Oxford is one of the largest and most complex in the Church of England. Did you know that:

- The Diocese of Oxford (serving Berkshire, Oxfordshire, Buckinghamshire and Milton Keynes) is the fifth largest diocese in the Church of England by land area and the fourth most populated diocese in the country;
- 120 staff work directly for the diocese supporting the mission and ministry of our parishes and schools
- Our 285 church schools educate around 58,000 children;
- Over 1,000 clergy and 300 licensed lay ministers serve 52,000 regular Sunday worshippers at our 815 churches. At Christmas, our churches welcome over 150,000 people from across the diocese; but there are major conurbations where the church lacks strength, and 27% of people in our congregations are aged 70 or older;
- According to the British Social Attitudes Survey, 52% of people in Britain now declare they are of no religion. That proportion is growing. With every decade that goes by, people understand less and less about the Christian faith;
- Massive new housing and population growth in this diocese will mean that up to another half a million people are living here by 2026 (210,960 more homes and 475,000 more people);
- Reading has a higher number of looked-after children than the rest of the Thames Valley and more than double the rate of Oxfordshire and some other parts of Berkshire; Oxfordshire has high levels of teenagers not in education, employment or training and high levels of emergency hospital admission for injuries in young people (more than twice the rate of Reading);
- Barriers to housing are high: 122 neighbourhoods in this diocese are in the 10% most deprived access to housing and services.







## Organisational Structure

Oxford Diocesan Board of Finance is organised structurally into six departments: Mission and Ministry (the largest), Human Resources and Safeguarding, Finance, Communications, Property and the Secretariat. Each is headed by a Director (except the Secretariat, which the Diocesan Secretary personally leads) accountable to the Diocesan Secretary (who is the de facto CEO). Bishop's Council acts as the Board of Directors of the DBF and is accountable to Diocesan Synod.

Oxford Diocesan Board of Education is a smaller and separate legal entity, but also based in Church House and working very closely with DBF staff and also accountable to Diocesan Synod.

The HR and Finance functions support both the ODBF and ODBE.

The Bishop's Staff, led by the Bishop of Oxford, meet monthly and comprises the four Bishops, the Diocesan Secretary, the four Archdeacons, the Heads of Department/ Directors, the Dean of the Cathedral, the Diocesan Registrar and Bishop's Chaplain.

The Heads of Department group also meets regularly, chaired by the Diocesan Secretary, and comprises the DBF Heads of Department and the Director of Education





# The Role

Job title:	<b>Director of People</b>
Department:	Human Resources (HR) and Safeguarding
Location:	Church House Oxford, Langford Lane, Kidlington, OX5 1GF
Line Manager:	The Diocesan Secretary
Accountable to:	The Diocesan Secretary and Chair of the Human Resources Panel (HRP)
Working with:	Three professional teams: the HR Team (6), members of the EDI team (2) and the Safeguarding Team (6)
Responsible for:	The Senior HR Business Partner and four members of the HR team; Head of Safeguarding; UKME Development Enabler; and the Diocesan Disability Adviser
Key Relationships:	Works closely with Bishops; Archdeacons; Diocesan Secretary; Director of Education, Independent Chair of the Safeguarding Panel; Human Resources Chair and members; Heads of Departments; Diocesan Registrar; Director of Formation for Ministry; Chair of the Staff Representative Group
Date:	May 2023



# Role Summary

The Director of People is a member of the Bishop's Staff (BS) - the senior leadership team for the Diocese - and is responsible for leading the development and implementation of inclusive people-centred strategies that attract, engage, motivate and retain people in order to enable the mission of the Church in the Diocese to grow and flourish for the sake of God's world. Additionally, in conjunction with other members of the BS, the Director of People maintains healthy employee and clergy relations and cultivates a culture that promotes diversity, productivity, creativity and innovation. The postholder is, therefore, expected to have oversight for the quality of the workplace environment and take a people-centric approach to their duties.

The role covers a diverse brief across three functions (HR, Safeguarding and EDI) for both employees and office holders across the Diocese. The Director is not expected to be a safeguarding professional but will provide support and accountability for the Head of Safeguarding, who is the senior safeguarding professional in the Diocese. The role is now Director of People in part to reinforce this.

Influencing through visible inclusive leadership, professional excellence and credibility, the Director will demonstrate integrity, emotional intelligence, and diplomacy coupled with adaptability in order for them to flourish in this role. This is not only a strategic level functional role, but also a culture-setting role, where all gifts and skills, backgrounds and experiences are welcome and celebrated, and will be directly involved in devising and implementing pragmatic and effective solutions related to individual staff and clergy.

## Job Purpose

As the chief people officer of the Diocese, the Director of People will have responsibility for people and EDI strategies for both ODBF and ODBE in line with the diocesan 'Common Vision', oversight for inclusive organisational development initiatives and for the effective management of professional and credible HR, EDI and Safeguarding functions that work collaboratively with key stakeholders and contribute to the overall leadership and operation of the Diocese. This will be achieved through the following principal accountabilities:

1.	Provide corporate leadership and management in the Diocese by being a member of, contributing proactively to and working collaboratively with the other members of the Bishop's Staff as well as the chairs and members of various committees to find creative solutions for organisational challenges and complex cases in line with the current employment, ecclesiastical legislation and the Church of England national policy and guidance.	50%
2.	Provide visible and inspiring leadership that motivates the HR, EDI and Safeguarding teams, with a view to ensuring the delivery and development of trusted and credible professional services to ODBF, ODBE and wider Diocese	20%

4.	Lead the strategic thinking and support for the implementation of organisational development initiatives that create an environment and culture where well-being, racial justice, diversity and inclusion are an integral part of what we do to help teams and individuals to flourish,	20%
5.	Keep up to date with developments in employment and ecclesiastical legislation and human resources best practice, acting as “centre of expertise” in identified areas to help drive policy and service improvements.	10%

## Duties and Responsibilities

The principal responsibilities of the Director of People a number of categories.

### 1 Corporate leadership and management

- Participate fully in the leadership of the ODBF, ODBE and Diocese as a member of the Bishop’s Staff, Heads of Department group and other corporate bodies, through:
  - Contributing to and, with others, shaping the overall diocesan strategy
  - Providing a people and organisational development perspective at strategic level including strategic planning
  - Modelling behaviours to support our on-going work in ensuring good people practice and inclusive, and collaborative culture across the Diocese
  - Doing everything possible to ensure the success of colleagues across the Diocese
  - Supporting the Diocesan Secretary and Director of Education in their leadership roles
  - Participating in diocesan wide staff and other meetings and seminars
  - Participating in clergy and staff orientation and other developmental events
  - Representing the Diocese in local, regional and national bodies and events
- Directly oversee or carry out the more challenging HR cases affecting clergy and staff
- Under the leadership of the Diocesan Bishop and/or Diocesan Secretary, advise and guide and generally contribute to the recruitment and selection of senior staff in the diocese
- In conjunction with the Director of Ministry Formation, have oversight for the clergy Ministerial Development Review (MDR) scheme and clergy wellbeing
- Acting as the Diocese’s Complaints Officer
- Oversee and coordinate the Bishop’s Visitors and Conflict Transformation teams



## 2. Visible and inspiring departmental leadership

### *Department wide*

- Through visible leadership, inspire and influence confidently for professional excellence, credible professional services and inclusive departmental practices.
- Develop and implement an annual agenda for HR, Safeguarding and EDI strategy and monitor work plans in line with agreed budgets.
- Ensure departmental plans support the needs of the business but are also flexible enough to cope with changes in the diocese, as and when they occur
- Oversee the development and implementation of HR and Safeguarding organisational policies and practices that comply with employment law and clergy terms of service legislation and help align the workforce with the strategic goals of the diocese by using collaboration and consultation mechanisms
- Look to streamline policies and practices so that consistency of approach is achieved across the geographical areas with regard to clergy matters and wherever possible, between clergy and employees within the diocese
- Keep up-to-date with developments in employment law and ecclesiastical law, including attending central and regional training events and networking with other diocesan HR advisers and national HR Team and make recommendations to the senior leadership teams and the Human Resources Panel (HRP) so that our policies and practices reflect learning and best practice
- Be accountable for successful delivery of HR, Safeguarding and EDI strategies through regular monitoring and evaluation of their effectiveness and reporting to all relevant diocesan bodies
- Lead the development and implementation of HR, EDI and Safeguarding services through three specialist teams by setting department goals, objectives, and systems and setting priorities and plan resourcing in line with business needs
- Attract, select, manage and develop staff in the department by enabling them to flourish and drive change and continuous improvement
- Lead on or contribute to organisational projects, championing initiatives across the diocese and act as an ambassador for the functions under their leadership
- Contribute to the diocesan budget planning process and by allocating resources according to business priorities, ongoing monitoring and ensuring that department spend is within the agreed limits
- Select and supervise Human Resources consultants, lawyers, training and management consultants, OH providers and others when needed and obtain approval as appropriate from the HRP
- Through a team of professionals, oversee the development and maintenance of the internet and intranet sites, particularly vacancy, clergy, entitlements and benefits and wellbeing; parish resources and safeguarding pages

## **Human Resources**

- Develop and implement a professional and credible HR service for both clergy and employees that meets diocesan wide needs, mitigating any risks to the business where possible
- Advise HRP, Heads of Departments and senior staff on employment law as it applies to clergy and employees.
- Oversee and authorise the preparation and issue of appropriate clergy and employee contractual documentation and payroll provision, in relation to starters and leavers and variations of employment
- Advise senior staff and provide support on appointments, review, performance management, disciplinary<sup>1</sup>, capability and grievance matters, change management, health and safety and occupational health issues ie general advice and on specific cases and oversee the work undertaken in this area with employees.
- Provide the HR advice and presence required under certain formal procedures such as grievance and capability for clergy.
- Oversee the development of learning and development proposals, prepare training materials and deliver training, provide coaching across the diocese
- Provide HR services and advice for the DBE within parameters negotiated annually within the DBF Service Level Agreement
- Ensure effective provision of HR advice and tool kits for PCCs within the diocese including provision of regular training for churchwardens; incumbents and curates through hard skills days
- Maintain statistical, administrative and other appropriate records and provide regular reporting on key aspects of the HR service to Boards and Committees

## **Safeguarding**

- Provide support and managerial accountability for the Head of Safeguarding, who is the senior safeguarding professional
- Support the Head of Safeguarding to develop safe strategies, policies and operational activity across the diocese in line with the legislation and House of Bishops policies and guidance
- With the Head of Safeguarding:
  - Ensure that there are clear and agreed standards for the safeguarding service
  - Ensure there is a good strategic approach to ensure those standards are met
  - Ensure that the Safeguarding team are effectively addressing the standards and strategic priorities and providing good safeguarding services
  - Ensure that there is appropriate resource to deliver the safeguarding services
  - coordinate the Diocesan Safeguarding Panel (DSP) agenda
- In conjunction with the Chair, the Head of Safeguarding and the Diocesan Secretary, ensure the DSP has the right membership, which is regularly refreshed and, is well run

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<sup>1</sup> Discipline for office holders is dealt with under the Clergy Discipline Measure and usually handled by the Registrar; the Director of People works with the Registrar in these cases



- Ensure there is regular reporting by the Head of Safeguarding to the Bishop's Council and senior staff and that the Bishop of Oxford is kept informed on casework, performance and risk
- Work with the Head of Safeguarding to ensure that safeguarding is afforded a high priority across the Diocese and assist the Bishop of Oxford to ensure a safer and healthier Church across the Diocese
- Ensure that appropriate safeguarding mechanisms and expertise underpin the Diocese's recruitment and people management practices

### **3. Organisational Development, Culture and EDI**

- Support the ODBF and ODBE to continue to evolve and operate effectively and in a financially viable way to support our churches in the delivery of our Common Vision, including keeping the leadership team informed of any significant problems that jeopardize the achievement of its goals and those that are not being addressed adequately at the line management level with regard to workforce capability and capacity
- In conjunction with the Diocesan Secretary, HRP and Heads of Department where relevant to:
  - design, direct and manage a diocesan wide process of organisational development that addresses issues such as succession planning, workforce development, key employee retention, organisation design, and change management
  - Identify the business challenges facing individual departments and provide collaborative HR consultancy and change advice, including role and structure re-design to support individual and team performance in line with organisation's needs
- Develop, provide or commission training and coaching for managers to improve their awareness of and effective application of non-biased people management policies and practices
- Support workforce engagement through effective communication and feedback tools and working collaboratively with staff representatives
- Promote equality, diversity and inclusion as part of the culture of the Diocese by:
  - An EDI strategy that enables all diversity strands to succeed in order for change to take place and our people are more representative of the diocese we serve and all flourish
  - Identifying, monitoring and evaluating measures of progress towards fostering an organisational culture that values people, their safeguarding and wellbeing, and promotes equality, diversity, inclusion and racial justice
  - Managing and supporting the UKME Development Enabler and the Diocesan Disability Adviser
  - Guiding and building good relationships with the UKME and Disability Oversight Groups
  - Engage and encourage the EDI hub (which also includes the Diocesan Chaplain for the Deaf; and Bishop's Advisers for Women's Ministry) to initiate activities that bring about transformational change that ensures diverse participation and representation but also embeds non-bias behaviours and attitude and

encourages modelling and networking that benefit the under represented groups.

#### 4. Other

- Carry out any other duties and responsibilities as required in line with operational needs
- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to continuous professional and personal development
- Participate in the Diocese of Oxford performance management processes
- Comply and fully cooperate with Diocese of Oxford health and safety policy





## Dimensions

The role of Director of People is a senior role in the diocese. They lead, guide and manage the overall provision of the services, policies, and programmes for ODBF and ODBE as well as clergy in the diocese. The post-holder is responsible for ensuring the timely dissemination of information among a range of internal and external audiences in the organisation.

The main focus areas are:

- Organisational design and development
- Change management
- Workforce planning
- Corporate Leadership
- Culture setting including EDI and safeguarding
- Employee, clergy and parish involvement and engagement
- Interpretation of both employment and ecclesiastical law
- Creative and compliant solutions to people issues
- Committee membership and contribution

## Planning & Organisation

The post-holder will:

- Plan and organize their own work and support that of six members of the HR team, two members of the EDI strands and six members of the safeguarding team, contributing to the smooth running of the department.
- In conjunction with the Diocesan Secretary, Director of Education and HRP Chair, plan and organize HRP agendas; prepare papers and participate effectively in its meetings.
- Support the development of agendas for the Independent Safeguarding Panel and EDI strands Oversight Groups and participate effectively in meetings.
- Be responsible for the development, implementation and management of projects, including working with a range of contributors and suppliers to ensure that projects are delivered on time, to appropriate standards. This will mean anticipating pressure points where a number of projects with competing deadlines come together and alerting the organisation leaders and HRP members.
- Design and deliver workshops, seminars and conferences across the diocese for a variety of stakeholders in line with business needs.
- Guide and coach Head of Departments on assessing need, recruiting, training, and performance manage employees.



## Decisions

The post-holder will:

- Have lead responsibility for all people-based activity within ODBF and ODBE as well as clergy from both an operational and strategic perspective
- Lead the work of the HR team in many areas, such as: workforce planning and recruitment; organisation design, structures and change management; performance management; training; managing a variety of ER matters including some complex ones at any one time and being the first point of contact for all employee related issues.
- Be responsible for the allocation of their time and members of the HR team within the agreed hours to ensure effective HR services across the diocese

## Contact With Others

Internal:

- Bishops; Associate/Archdeacons
- Diocesan Registrar
- Heads of Departments
- Employees of ODBF and ODBE
- Clergy in the Diocese of Oxford as appropriate
- Chair and other members of HRP, Safeguarding Panel and Oversight Groups of EDI strands
- Members of the Executive Committee of ODBE Board
- Members of the Appointments Committee
- Employee Representatives

External:

- Leaders of companies/ organisations that provide professional services to the diocese, such as: resourcing and employment agencies, occupational health, mediation, counselling services, organisational development consultancy, employment law and ecclesiastical law solicitors; auditors, etc
- Members of Diocesan Committees
- Members of HR professional bodies (ACAS, CIPD) and HR colleagues from other dioceses or National Church Institutions

### **NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Oxford to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.





## Person specification

### Qualification

- Chartered member of the Chartered Institute of Personnel and Development (CIPD) or another recognised professional HR qualification

### Skills & Experience

- Significant experience of leading and managing the HR strategy and provision within a comparably complex organisation
- Proven track record of contributing to shaping and delivering strategy at an organisational level, working effectively in a complex governance structure to lead and manage change
- Demonstrable experience of collaborative working with stakeholders from various background and interests, with the ability to win credibility at all levels through the relationships that you have fostered
- A track record of leading a team of professionals as an enabling manager, noting potential and releasing so that individuals contribute positively to overall organisational strategies
- A demonstrable commitment to creating a culture that champions equality, diversity and inclusion, with evidence of positive outcomes in this area
- A practising Christian of a denomination which is a member of 'Churches Together in Britain and Ireland' or the Evangelical Alliance<sup>2</sup>

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<sup>2</sup> This post is exempt under paragraphed 3 of Schedule 9 of the Equality Act 2010. The Diocese of Oxford supports and promotes the aims of the Church of England. This post has a senior representational role on behalf of the Diocese of Oxford.

## **Knowledge and understanding**

- Thorough knowledge of Employment and other related legislation, with the ability to quickly learn the key elements of this in a charity environment
- An understanding and appreciation of how to serve and support diverse communities
- An appreciation of the voluntary nature of the work of the many people involved in the life of the Diocese

## **Skills and Personal qualities**

- Able to work effectively at operational and strategic levels - bringing alignment between core values, strategic aims and functional systems and processes
- Able to identify problems and opportunities, creatively shape and successfully implement solutions, with colleagues and stakeholders on board
- Able to work under pressure with a flexible attitude, organised, comfortable with some ambiguity, discreet and confidential and able to see projects and tasks to completion working to deadlines

## **Other**

- Right to work in the UK supported by appropriate work visas (for non-EU subjects/citizens)
- Able to work flexibly including some evenings and weekends
- Willingness to travel to both regional and national meetings and conferences
- Ability to travel across a geographically spread Diocese including rural areas

## **Desirable**

- Leadership experience within an environment where safeguarding and EDI have been key in creating and maintaining healthy cultures
- Knowledge of Ecclesiastical law and Church of England administrative structures and operation and understanding of the organisation, policies and operations of common tenure; and the education landscape

## General Information

Salary	Spot salary expected to be in the £70-75,000 range
Hours of work	Nominal record of 37 hours, Monday to Friday, but a flexible approach to working is expected
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford. Our expectation is that staff work from home no more than two days per week
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the 5th year of employment, you will be entitled to 1 days extra annual leave per consecutive year.</li> <li>- In the six year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on pro rata basis for part time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case this is the Church of England Pensions Board Pension Builder 2014 scheme, which currently provides for an employer contribution of 12.5% (including death in service benefits) and an employee 5% contribution. Information can be sought from the Church of England website:</p> <p><a href="https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf">https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf</a></p>



Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side, or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• Travel within the Diocese of Oxford</li> <li>• Travel to national and regional training and networking events</li> <li>• Will be required to work occasional evenings and Saturdays, as well as occasional overnight stays in relation to training</li> <li>• Commitment to the mission of the Church of England and ability to subscribe to the diocese's Christian ethos and values</li> </ul>





# Timetable

<b>Closing Date</b>	23:55 on Sunday 4th June 2023
<b>Candidates Invited to Preliminary Interview</b>	Wednesday 7 <sup>th</sup> June
<b>Preliminary Interviews with GatenbySanderson</b>	Between Thursday 8 <sup>th</sup> and 22 <sup>nd</sup> June
<b>Candidates informed of outcome of shortlisting</b>	Monday 26 <sup>th</sup> June
<b>1<sup>st</sup> Panel Interview with Diocese of Oxford</b>	Thursday 29 <sup>th</sup> June (candidates will be informed the following day if they are to be progressed to the final selection day)
<b>Final Selection Day</b>	Thursday 13 <sup>th</sup> July



# How to Apply

There are two parts to the application process:

## Part 1

Please submit your **CV along with a Supporting Statement** (each document should be no more than 3 pages) that provides clear evidence addressing the criteria set out in the person specification.

## Part 2

Once you have submitted your CV and supporting statement, you will receive an email inviting you to submit a 3 minute video response to the following question:

*What excites you about the opportunity to be the Director of People for the Diocese of Oxford?*

Please submit your application via [www.gatenbysanderson.com/job/GSe99335](http://www.gatenbysanderson.com/job/GSe99335).

You will be asked to provide your contact details, complete an equality monitoring form and let us know of any dates when you are not available for interview or where you may have difficulty with the indicative timetable. You must also provide details for two referees, one of whom should be your current or most recent employer. **These referees will not be approached until the final interview stage and not without your prior permission.**





The background of the slide is a photograph of a stone building. A window with a diamond-patterned metal grille is visible on the left. The wall is made of light-colored stone blocks. To the right, there is a vertical white structure, possibly a downspout or part of a fence. The scene is heavily shadowed by the leaves of a tree in the foreground, creating a dappled light effect across the entire image.

**For an informal conversation, please contact:**

**Matt Malone of GatenbySanderson on  
07471 037 070**

**Applications must be received by 23:55 on  
Sunday 4th June.**