

FORWARDINFAITH

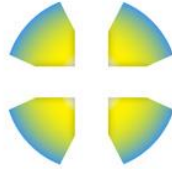
Application Pack: **Director**

May 2019

www.forwardinfaith.com

Forward in Faith, 2A The Cloisters, Gordon Square, London WC1H 0AG

Registered Charity 1057246



FORWARDINFAITH

May 2019

Dear candidate,

Thank you for your interest in Forward in Faith and in the Director role.

I hope the background information with the job description, person specification and terms and conditions will provide you with a helpful context for this role of Director.

Today is an exciting time to be joining Forward in Faith as we continue to build on all that has been achieved over the past few years both at a national and local level.

Our current Director, Dr Colin Podmore will retire in early 2020 and we are therefore seeking a new Director to join us in January 2020.

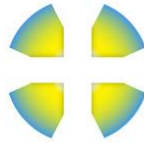
This application pack includes:

1. Details on how to apply
2. Background information about Forward in Faith
3. Job Description
4. Person Specification
5. Terms and Conditions of Employment

We look forward to hearing from you soon and thank you for your time.

Yours sincerely,

The Rt. Rev'd Tony Robinson
Bishop of Wakefield
Chairman of Forward in Faith



FORWARDINFAITH

We are seeking to appoint a **Director** to join a successful organisation working within the current structure of the Church of England. This is an exciting opportunity to make a significant contribution to the work of Forward in Faith and provide support to The Society, established under the patronage of St. Wilfrid and St. Hilda (www.sswsh.com).

Our next Director will bring the experience, skills and approach needed to help us develop the charity and support our bishops, clergy, parishes and lay people. The successful candidate will be responsible for leading the charity and specifically providing support to the Bishops of The Society.

The Forward in Faith office is based in Gordon Square London WC1H 0AG.

The post is offered at a salary in the range of £60,000 - £65,000 linked to Band 1 of the National Church Institutions' Central London pay scales. It is a full time post.

DETAILS ON HOW TO APPLY

To apply, please submit your CV, together with a covering letter outlining why you are interested in the role, and what you will bring to the post, to bishop.tony@leeds.anglican.org by **noon on Monday 10 June**. We will invite shortlisted candidates for interview to be held during July.

In your covering letter, please reference the person specification and job description and keep it to two (2) A4 sides (maximum).

We welcome requests for informal, confidential conversations about the role. Interested candidates are invited to write to the above email address and we will arrange a phone call.

We would be delighted to hear from you if this is something you are personally interested in.

BACKGROUND INFORMATION

Forward in Faith was founded in November 1992, following the General Synod's approval of the legislation permitting the ordination of women to the priesthood. Its first National Assembly, which adopted a constitution for the organisation, was held in 1994.

The Charity is established 'to advance the Christian religion by promoting the spread of the catholic faith in accordance with the traditional understanding of the historic apostolic succession, the ministry of bishops and priests, and full ecclesial communion'.

Forward in Faith affirms the catholic faith as the Church of England received it, and proclaims it afresh in this generation. It upholds catholic order and the catholic doctrine of the Sacraments, and in particular the threefold ministry, which the Church of England shares with the Church throughout the world and across the ages. It seeks the visible unity of Christ's Church. It achieves its objectives in a variety of ways, including through the magazine *New Directions* and other publications and by supporting the Catholic Group in General Synod.

Its Constitution empowers it to support The Society, established under the patronage of St. Wilfrid and St. Hilda (www.sswsh.com), as an ecclesial structure with a ministry and sacraments in which the faithful can have confidence, so that they can flourish within the life and structures of the Church of England. It provides advice and support to the Society's bishops, to parishes, and to individual members of the clergy and laity.

Forward in Faith is a democratically-structured organization, governed by a Constitution approved and amended by the National Assembly. The Assembly, which meets annually, elects the Chairman of Forward in Faith, the Vice-Chairmen, and a policy-making Council.

Forward in Faith is a registered charity (no. 1057246). It is governed by an Executive Committee, who are the Trustees of the Charity.

JOB DESCRIPTION

- Job Title:** Director of Forward in Faith
- Job Summary:** To act as chief executive of Forward in Faith and direct the work and activity of the Charity
- Responsible to:** The Executive Committee of Forward in Faith, as Trustees of the Charity
- Line Manager:** The Chairman of Forward in Faith

MAIN DUTIES AND RESPONSIBILITIES

1. To promote the aims and objectives of Forward in Faith.
2. To act as Secretary of the Executive Committee, Council and National Assembly of Forward in Faith, contributing to the formation of policy, maintaining and developing appropriate structures.
3. To be responsible for promotion of the Charity and to encourage support of the Charity through membership, donations, and other income streams as appropriate.

Administration of the Charity

4. To ensure that at all times the Trustees act within their powers under Charity Law and that the Executive Committee, Council and National Assembly act in accordance with the Constitution of Forward in Faith.
5. To act as Financial Controller to the Charity, and in particular:
 - to ensure that accurate financial records are kept and that the Financial Controls approved by the Trustees are complied with;
 - to set up, make or authorize all payments from the Charity's bank accounts, and to ensure that the balances are appropriate;
 - to make deposits and investments as agreed by the Treasurer and/or Trustees;
 - to operate the payroll system, in conjunction with accountants appointed for that purpose;
 - to prepare an annual budget in consultation with the Treasurer;

- to oversee preparation of the annual report and accounts;
 - to ensure that expenditure is appropriate, and to monitor it against the budget;
 - to claim Gift Aid on behalf of the Charity.
6. To undertake all statutory reporting to the Charity Commission and other regulatory bodies.
 7. To oversee the use of the premises occupied by Forward in Faith at Gordon Square, mindful of the Trusteeship of the Trustees of the Catholic Apostolic Church Trust in respect of all their property in Gordon Square.
 8. To manage the Charity's staff, ensuring compliance with its policies.
 9. To oversee the work of the Administrative Assistant and ensure that her administrative work is carried on as necessary when she is absent.
 10. To oversee the liturgical and pastoral ministry provided by the Charity in the English Chapel.

Publications

11. To oversee production of the Charity's publications.
12. To ensure, on behalf of the Trustees, that the contents of the Charity's publications comply with legal requirements, advance the Charity's interests, do not conflict with its policy, and are not such as could adversely affect its reputation.
13. To oversee the sale of advertising in the Charity's publications, and to provide such guidance and direction as the Advertising Manager might require.

The Society

14. To act as Secretary of the Council of Bishops of The Society.
15. To respond to requests from individual bishops of The Society for advice in relation to their oversight of parishes and clergy.

16. To maintain the database and files relating to priests, deacons and ordinands of The Society, and to oversee maintenance of the database of Society parishes.

Communications

17. To maintain (or oversee the maintenance of) the Forward in Faith and Society websites.
18. To draft and publish (with the approval of the Chairman and Vice-Chairmen of Forward in Faith or the Chairman of the Council of Bishops) statements on behalf of Forward in Faith and The Society on the relevant websites, and to disseminate them and issue email alerts relating to them as appropriate.
19. To oversee the use and monitoring of social media on behalf of Forward in Faith and The Society by the Society Communications Officer and Forward in Faith Web Adviser and (in respect of the English Chapel) by the Chaplain.
20. To undertake speaking engagements for Forward in Faith and The Society.

Advice and Support

21. To attend meetings of the Catholic Group in General Synod and its Executive Committee when invited to do so.
22. To provide, or oversee the provision of, information, advice and support to officers and branch officers of Forward in Faith, Bishops' Representatives, clergy and lay officers of Society parishes and other parishes under the oversight of Society bishops, Society clergy, ordinands, and members of Forward in Faith concerning matters covered by the House of Bishops' Declaration on the Ministry of Bishops and Priests and other matters relating to the concerns of Forward in Faith and The Society.
23. To perform all other such reasonable tasks as may from time to time be required.

PERSON SPECIFICATION

Requirement	Essential/ Desirable	Assessment Method
Qualifications <ul style="list-style-type: none"> • Degree level or equivalent 	Essential	CV/Personal Statement
Experience <ul style="list-style-type: none"> • Financial Management • Management of Human Resources • Management experience of a Charity or Voluntary Organisation 	Essential Essential Desirable	CV/Personal Statement CV/Personal Statement CV/Personal Statement
Capabilities and Skills <ul style="list-style-type: none"> • Excellent written, oral & verbal communication skills • Leadership skills • Time & Priority Management • Advocacy skills • Strategic planning • IT literate 	Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview
Personal attributes <ul style="list-style-type: none"> • Self-motivation • Drive and determination • Discretion & Confidentiality • Mediation skills • Creativity 	Essential Essential Essential Desirable Desirable	Interview Interview Interview Interview Interview
Faith <ul style="list-style-type: none"> • Communicant member of the Church of England • Knowledge & commitment to FinF and The Society • Member of Forward in Faith or willingness to join if appointed 	Essential Essential Essential	CV/Personal Statement CV/Personal Statement CV/Personal Statement

TERMS AND CONDITIONS OF EMPLOYMENT

It is a genuine occupational requirement under the Equality Act 2010 that the post holder is a communicant member of the Church of England and is a member of Forward in Faith or is willing to join if appointed.

- Salary:** The starting salary will be linked to Band 1 of the National Church Institutions' Central London pay scales for the time being; there will be a probationary period. The salary will be paid monthly on or about the 25th of the month.
- Hours of Duty:** Normal hours of work are 35 per week, Monday to Friday, with an hour's unpaid break for lunch.
- Annual Leave:** 28 days paid leave per leave year, plus public holidays and additional holidays approved by the employer, including the Octave of Christmas. The leave year runs from 1 January to 31 December.
- Notice:** The post is offered on an open-ended contract, subject to a six-month probationary period. The notice period thereafter is six months.
- Pension:** The Director is a member, on a non-contributory basis, of the Forward in Faith Pension Scheme, administered as part of the Church Workers' Pension Fund by the Church of England Pensions Board.
- Sickness:** In case of absence from work owing to ill health the entitlement to payment will be:
- (i) For the first thirteen weeks, the full salary
 - (ii) For the next thirteen weeks half of the salary
 - (iii) Thereafter such a sum (if any) as the Trustees may in their discretion consider appropriate.
- The payment referred to above will be deemed to include all statutory sick pay to which the employee is entitled in respect of this employment.