



# EXECUTIVE ASSISTANT TO THE PATRONAGE TEAM

*Appointing clergy across the Church of England*

## Application pack



### CHURCH PASTORAL AID SOCIETY

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.

Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

# Thank you for your interest in the post of Executive Assistant to the Patronage Team

## ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its leadership training and patronage work are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training, and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2025, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in nearly 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Ventures and Falcons (VF): for 8-18's to explore life with Jesus on our holidays and school residential.

## Our Aspirations

We long to see a Christ-centred, Bible-based, mission-focused Church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in and across teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer new worshipping communities and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

# CPAS AND PATRONAGE

Patronage is central to the appointment of incumbents in the Church of England. CPAS has been involved in patronage for more than a century and has now become, through the providence of God, the largest patron in the Church of England with almost 700 patronages spread across every diocese. We have parishes in every context from rich to poor, city centre to deeply rural, very large to tiny congregations, single parishes to large multi-parish benefices and across market towns, seaside hotspots, multicultural communities and sprawling estates.

## Our Patronage Aspirations

Patronage offers an amazing opportunity to make a difference in the appointment of new parish leaders – one of the key ways by which Jesus renews the ministry and mission of his local church. Through the breadth of our experience, Jesus has also given us insight into the challenges and opportunities facing parishes, and the chance to participate in significant conversations about patronage around the country.

We live in a time of considerable change and uncertainty for our parishes and believe that God is particularly calling us as patron to engage with and support our benefices and clergy - offering practical resources, prayerful backup and wise counsel through vacancies and beyond.

Our current vision reconnects us with our original passion for evangelism while focusing on support for the local church in evangelism in the 2020s - including working with new forms of local church and a new generation of leaders. Through our patronage responsibilities, we are involved in making clergy appointments every month of the year and in every Diocese of the Church of England.

The CPAS patronage team is led by the Patronage Secretary who oversees 5 patronage trusts responsible for 692 parishes and is accountable to the board of patronage trustees. The team's primary role is to lead or participate in the appointment of new incumbents (Vicars, Rectors, Team Rectors and Vicars, Priests-in-Charge) for these parishes. The Patronage Secretary is supported in this by two Patronage Development Officers. Wherever possible we seek to appoint evangelical clergy with a commitment to mission and evangelism, who are faithful preachers of the bible and able leaders of their congregation. The Patronage Secretary also handles a large number of consultations about the parishes, as well as supporting candidates looking for a new position. Appointments and consultations are controlled by ecclesiastical legislation.

## About this role

To pursue their mission and fulfil their responsibilities, the patronage team needs excellent, fast-moving and responsive administrative support, for which they look to the Patronage Team's EA. We are therefore seeking an EA of significant ability, so it is likely that the successful applicant will be someone with wide experience of negotiating between different stakeholders, competent in administration and communication, of a calm and personable nature, with some understanding of the Church of England. The person appointed will need to be able to organise their own work effectively, to carry through multiple concurrent processes, to take minutes for trustee and other meetings, and with confidence to respond on behalf of the Patronage Secretary.

No two parish contexts or processes will ever be the same - so we are seeking someone who will relish working across the whole breadth of the Church of England (from the largest to smallest churches, from rural to multi-cultural) and who will enjoy dealing with leaders at every level - from Church Wardens to Bishops! This exciting and rewarding role would allow you to have influence and make a significant impact at a national level on the health and growth of the Church of England. So the successful candidate will be a person who is motivated by supporting the contribution of an evangelical mission agency at a national level, and has a passion to see local churches led well, thriving, and reaching out with the Gospel to their community.

We hope that this pack will tell you everything you need to know to decide if this might be the role for you. If many of the tasks in the role and the technical terms used by the Church of England seem unfamiliar and unclear - *don't worry!* Full training will be given for this significant and influential role. If you would like an informal discussion about any aspects of the role or the details in this pack please email [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk)

# ROLE PROFILE – EA TO THE PATRONAGE TEAM

**RESPONSIBLE TO:** Patronage Secretary. In his absence the postholder will be required to make decisions—liaising with the CEO, Patronage Development Officers and Chair of Patronage Trustees as appropriate

## KEY WORKING RELATIONSHIPS

- **Internally:** Patronage Team and Patronage Trustees
- **Externally:** Diocesan senior staff and their PAs, peer organisations, clergy and church wardens

## JOB PURPOSE

To assist the Patronage Secretary in overseeing, on behalf of the Patronage Trustees, the effective administration of patronage with particular respect to parochial vacancies, within the patronage of CPAS Patronage Trust, Martyrs Memorial and Church of England Trust, Church Trust Fund Trust, Church Patronage Trust and Peache Trust.

## CORE TASKS

- Provide administrative support to the Patronage Secretary and others when they lead on vacancies - identifying and initiating parish appointment processes (including official forms and schedules of dates), handling adverts, enquiries and applications, managing diary dates, coordinating people and procedures following shortlisting and appointment.
- Provide administrative support including record keeping, filing, updating the CPAS database, correspondence with patronage incumbents, updating the patronage handbook and other explanatory leaflets; check and monitor legal consultations on the Secretary's behalf within time limits; ensure correct procedures in appointing new trustees.
- Respond to requests from dioceses and private patrons; liaise with churches wanting to have CPAS as their patron and complete paperwork associated with this. Offer training and advice to Diocesan PAs, and advice to clergy and parishes on general matters of patronage. In all of the above offer prayerful support and clearly represent the biblical and theological vision and values of CPAS.
- Deputise for the Patronage Secretary in his office role providing information and implementing decisions of the trustees, representing the Christian vision and values of CPAS where needed.
- Prepare agenda papers for patronage trustee meetings, take and produce minutes of meetings including AGMs.
- Upload job vacancies and administer vacancies via the CPAS and CofE Pathways websites.
- Help develop new systems and processes for efficient administration.
- Administer the EPCC register and arrange consultations for clergy looking for new positions.
- Administer patronage events including uploading to the website, sending out information to participants and 'hosting' online events as necessary.
- Manage and creatively develop the patronage sections of the CPAS website, alongside the web manager.
- Hold data confidentially and take responsibility for GDPR.
- Help with planning, preparation and the leadership of Patronage Team prayer days.
- Attendance at and leading of Staff Prayers.

## OTHER REQUIREMENTS

- Contribute to the spiritual culture of the CPAS team.
- Participate in the prayer and wider life of CPAS.
- Some travel to occasional meetings off-site.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. This job description will be regularly reviewed to ensure it is an accurate representation of the post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.





# PERSON SPECIFICATION

## KNOWLEDGE AND EDUCATION

### Essential:

- Good understanding of the structures and working of the Church of England.

### Desirable:

- Understanding of the appointments system of the Church of England.

## SKILLS

### Essential:

- Excellent interpersonal skills.
- Excellent oral and written communications skills, able to deal confidently and courteously within and beyond the organisation.
- Detail-oriented with strong organisational abilities, able to manage multiple projects.
- Able to use independent judgement and coordinate the work of others.
- Confident in making decisions about time allocation, diary management, travel plans and when issues should be escalated.

## EXPERIENCE

### Essential:

- Experience of working with databases, websites and Microsoft Office.
- Wide experience of negotiating between different stakeholders.

### Desirable:

- Previous experience working in an HR / recruitment-related role.
- Experience of minute-taking.



## PERSONAL QUALITIES

### Essential:

- Discreet; able to maintain personal and professional confidences.
- Enjoys working in a fast-moving and responsive environment.
- Calm and personable.
- Able to work collaboratively within a team.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of Faith](#).
- Passionate about local churches being well-led, thriving and reaching out with the Gospel to their community.

## CHRISTIAN FAITH

CPAS is an evangelical Anglican mission agency, working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#). As the post includes significant representation of the organisation externally and involvement in the appointment of clergy in the Church of England on behalf of CPAS, the post holder will also be required to deliver patronage commitments in line with the evangelical convictions and ethos of the organisation.

## TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy, and it may be possible to work from home up to two days per week, subject to making an application.
2. **Salary range:** £28,372 - £31,359 per annum.
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a full-time appointment of 37 hours per week. CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 33 days. This entitlement is inclusive of bank and public holidays, and there are, in addition, three days of paid leave between Christmas and New Year when the CPAS office is closed. The holiday year begins on 1 January each year.
7. **Travel:** some travel to occasional meetings off-site.
8. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
9. **Start date:** To start as soon as possible. It is hoped that the current postholder will be able to offer a significant handover period.
10. **Safeguarding:** This post will be subject to a satisfactory Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.

You must have evidence of your right to work in the UK.

## HOW TO APPLY

Please complete the Application Form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk).

### APPLICATION CLOSING DATE

The deadline for applications is **midnight on Wednesday 30 April**.

### INTERVIEWS

Interviews are scheduled for **Tuesday 20 May** at our offices in Coventry.

Please note that **all** shortlisted candidates will have a pre-interview Zoom conversation with the Patronage Secretary on **Thursday 8 May**.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk)

