

**Clergy
Support⁺
Trust**



**Chief
Executive**



Welcome from the Chair

Thank you for your interest in becoming our next Chief Executive at Clergy Support Trust.

Should you be successful, you will join the charity at an exciting time, leading a team whose work makes a substantial difference to the lives of many Anglican clergy in the British Isles, and which has an appetite to do even more. We are a charity with a rich heritage, a contemporary, professional outlook and a highly dedicated team of trustees and staff. Established in 1655 and governed by a Royal Charter from Charles II, we are one of the oldest Anglican clergy support charities, and now certainly the biggest. We provide financial grants and other support to serving and retired Anglican clergy, ordinands and clergy families, where there is particular hardship or need, whether financial or health-related.



In 2019, we relaunched the charity, previously known as Sons & Friends of the Clergy, with our bold and more inclusive new brand and an ambitious four-year strategy aimed at making our grant-making more focused and doubling the number of clergy families which we help. Already we see this work coming to fruition: a 66% increase in the number of beneficiaries over 2018, 406 of them new to the charity, and over 1,400 grants approved. Our total charitable spend in 2019 was a record figure of £3.1 million, including new grants for wellbeing, for those struggling with debt and in support of research and thought leadership in the area of clergy wellbeing.

With this crucial phase of development nearing completion, our next Chief Executive will be someone who has the skills and expertise to lead the charity as it explores new directions and partnerships. He or she will work with our Board to confirm our position at the heart of the Anglican Communion in the British Isles and firmly in the awareness of clergy and their dependants. We are looking for an influential and inspirational leader with a proven track record of achievement and a strong external focus and natural ability to engage. Excellent leadership, communication and team-building skills are a must and, of course, you will also be someone who cares deeply about the wellbeing of Anglican clergy and their families today. This post has an occupational requirement under under Part 1 of the Equality Act 2010 for the post holder to be a committed Christian.

Like all of us from time-to-time, clergy families face challenges and domestic crises. The clergy life is richly rewarding but can also be demanding and stressful. Clergy Support Trust sees its role as supporting Anglican clergy in their life of service, particularly in times of poverty, hardship and illness – a role as vital now as it has been at any time in our 365-year history. We look to develop preventative responses that will help the church and its ordained ministers and their families to flourish.

If you believe you offer the skills and qualities we are seeking for this appointment, I very much look forward to hearing from you.

**Reverend Canon Simon Butler
Senior Treasurer (Chair of Trustees)**

About Clergy Support Trust

“Without the Clergy Support Trust I’m not sure where I would be. Having had a breakdown, the need for specialist help and financial support I didn’t know where to turn but a colleague recommended the Trust and they have and are helping me turn my life around. No judgement, no prejudice, just kindness, expert help and advice and the finance to get through these tough times. I will always be grateful and never forget.” *(Beneficiary, October 2019)*

Clergy Support Trust is an Anglican clergy support charity governed by Royal Charter and with origins dating back to 1655. Our Patron is Her Majesty the Queen and we are managed by a board of trustees, known under the Royal Charter as the Court of Assistants, and by a senior leadership team led by the Chief Executive. Our purpose is to promote, sustain and renew the wellbeing of Anglican clergy, whether serving or retired, and their dependants, so that they can flourish and be fruitful as they seek to serve God’s people and their wider communities.

Our main focus historically has been the provision of means-tested financial grants to the households of eligible Anglican clergy in times of poverty or other financial hardship. While this will continue to be a priority area for us, we are now looking to do more in the areas of health and wellbeing, both directly and through strategic partnerships with like-minded organisations. In November 2017 the Privy Council agreed to expand our charitable objects, enshrined in our Royal Charter, to include (in relation to Anglican clergy and their families) the promotion of health as well as the relief or prevention of poverty or hardship, and the relief of illness whether physical or mental.

All support is provided by our small team of grants officers and is completely confidential, since we are independent of the Church. Our income comes principally from largely unrestricted investments built up over the years, totalling some £117 million as at 31 December 2019.



About Clergy Support Trust

The impact

In 2019 we gave out grants amounting to over £3.1 million. Some 3,017 clergy family members were impacted from our grant giving, often to address situations where the clergy stipend or other income is not sufficient to cover the family's outgoings, especially in times of crisis. Additionally, we provided support to the divorced or separated spouses of clergy, trainee clergy (ordinands) and the widows and widowers of clergy.

The people

Clergy Support Trust is heavily reliant on the hard work and commitment of its trustee body and small staff team. The Court of Assistants currently consists of fifteen trustee members, a mixture of lay and ordained with a wide variety of professional and ecclesiastical backgrounds. The staff number nine, headed by our Chief Executive Jeremy Moodey, who is retiring from the charity to become a self-supporting minister, and include a grants team under a Director of Charitable Services (appointed in February 2018) and a finance department under a Director of Central Services.

There are also external advisers who advise the trustees and staff on medical and educational matters. The charity recently appointed a Marketing & Communications Manager who is working with the CEO to use the new branding to widen the reach of the charity into its beneficiary community and other stakeholder groups, including the charity's Governors (members).

The challenge

These are exciting times for the charity. With our strong balance sheet and excellent reputation, we are uniquely placed to consolidate and strengthen our position as the leading independent charity committed to and working for the wellbeing of Anglican clergy families. Although we now have a new name and multi-annual strategy, future strategic priorities include:

- Increasing awareness of our work across the five Anglican Provinces we primarily serve.
- Doubling the number of beneficiaries we support from 2018 figures.
- Improving how we monitor and report on our charitable impact.
- Developing new strategic partnerships to enable us to further deliver our charitable goals.
- Diversifying income beyond investment income through targeted legacy and other fundraising.

You can find out more about our organisation by visiting www.clergysupport.org.uk



Role Description

Role title Chief Executive.

Accountable to Court of Assistants (board of trustees), through its chair.

Direct reports Two Directors (Charitable Services and Central Services).

Main responsibilities of the role:

The main responsibilities of the role are as follows:

- Work with trustees to set the overall strategic direction of the charity and deliver its key elements.
- Provide inspirational leadership to the senior management and staff team.
- Represent the charity externally.
- Facilitate good governance.
- Oversee the operations of the charity and ensure sound financial management.

Work with trustees to set the overall strategic direction of the charity and deliver its key elements

- Work with trustees in shaping the charity's strategy and operational plans and policies.
- Deliver implementation of the key elements of the organisation's strategy, in line with the charity's mission and core values.
- Monitor the implementation of strategy against agreed objectives, reporting regularly to trustees.
- Monitor the external environment in which the charity operates and the changing needs of its beneficiaries, bringing any significant changes to the notice of trustees.
- Ensure that staff have a clear understanding of the charity's strategy and their part in delivering it, and that they are fully involved in strategy development.

Provide inspirational leadership to the senior management and staff team

- Work closely with the Directors of Charitable Services and Central Services, creating an effective collaborative Senior Leadership Team.
- Create a strong and positive staff team in which people can thrive and excel, and where clear and open communications are promoted.
- Develop HR and other systems, process and policies that provide clear guidance for staff on what the charity expects of them and how it will support them.
- Ensure that there is an effective process of performance review and performance management in place for all staff.
- Promote diversity and equality of opportunity within the staff team.



Role Description

Represent the charity externally

- Work to raise the profile of the charity and represent it to all stakeholders.
- Build effective relationships and partnerships with other organisations in furtherance of the charity's objectives.
- Develop and ensure the implementation of a marketing and communications strategy which promotes the work of the charity to potential beneficiaries and which increases and diversifies income.
- Act as an advocate within the Anglican Communion for the wellbeing of the charity's beneficiaries.
- Represent the charity in the media as its lead spokesperson.

Facilitate good governance

- Work with the Court of Assistants to ensure the effective governance of the charity and its compliance with all applicable regulations and laws.
- Support the work of the Court and its committees and working groups, ensuring all papers and reports are provided to a high standard and in a timely fashion.
- Take lead responsibility for supporting the Governance Committee, particularly in relation to its responsibilities regarding trustee recruitment.
- Keep an active view of the risks facing the charity, reporting regularly to the Court.
- Ensure the charity engages effectively and appropriately with its Governors for the furtherance of its aims.

Oversee the operations of the charity and ensure sound financial management

- Provide overall management of all resources and staff in order to meet the charity's agreed plans and strategies.
- Ensure strong financial management of the charity, including generating budgets, preparation of annual accounts and overseeing all required reporting.
- Ensure the charity has in place up-to-date policies covering all key aspects of its operations.



Person Specification

Knowledge and experience

Essential

- Experience of leading teams at senior management level.
- Experience of working with a charity board as a trustee or senior staff member.
- Experience of increasing achievement, income and scope in a senior role.

Desirable

- Experience of leading a grant-making charity or third sector organisation.
- Knowledge of the statutory and governance requirements for voluntary organisations.
- Knowledge of the challenges facing Anglican clergy families, and the range of organisations that support them.
- Knowledge of HR/employment law and best practice.
- Experience of fostering and deepening partnerships between organisations.
- Clear understanding of structures and roles within the Anglican Communion.

Skills and abilities

Essential

- Excellent written and oral communication, with a high level of presentational skills and the ability to inspire and successfully influence a wide range of diverse audiences and relationships.
- Excellent leadership skills, with the ability to think and act strategically.
- Strong project management and completion skills.
- Ability to work and maintain collaborative relationships with a highly professional and diverse board of trustees.
- Able to process and interpret complex information.
- Strong prioritisation skills with the ability to work under pressure to deadlines and to manage own workload.
- Ability to negotiate, make decisions and use own initiative.
- Creative and able to come up with new ideas.
- Skilled in the use of IT, including Microsoft Office applications.

Desirable

- Evidence of a public profile in the voluntary or faith-based sectors.
- Financial management skills.
- 'Growth' approach to leading organisations.
- Evidence of success in fundraising.
- Evidence of public engagement through social media.

Personal style and behaviours

Essential

- Excellent interpersonal skills and demonstrable ability to work in, listen to, and motivate a small team.
- Demonstrably committed to the mission of the charity, including its Christian ethos.
- Excellent collaborator, able to work well with others.
- Flexible and adaptable and can embrace new ways of working and learn new skills.
- This role has an occupational requirement to be filled by a committed Christian, active in church life. Equality Act 2010, Part 1, Schedule 9 applies.

Terms of Appointment

- Salary** Competitive.
- Contract** Permanent, full-time, subject to six months' probation.
- Location** The charity's Westminster office at 1 Dean Trench Street, Westminster, London SW1P 3HB.
- Pension** The post holder will automatically be enrolled into the charity's pension scheme, which attracts an employer contribution equivalent to 10% of basic gross salary.
- Holiday** The standard annual holiday entitlement in any holiday year is 28 days, exclusive of recognised public holidays but including three days between Christmas and New Year when the office is closed.
- Life Assurance** Death in Service cover of 4x salary will be provided for your spouse/ dependants in the event of your death whilst you are an employee of the charity.
- Hours of work** 35 hours per week, worked flexibly.
- Circumstances** Able and prepared to work from the charity's office in Westminster. The role is not suitable for home-based working or as a job share post.



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultants Juliet.Taylor@starfishsearch.com or Katy.Giddens@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/clergy-support-chief-executive-officer/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides).
- a supporting statement that sets out:
 - why you are interested in this role and how you match the criteria set out under knowledge and experience;
 - your response to the occupational requirement to be a committed Christian, active in church life.
- we would be grateful if you would also tell us your current salary details and any dates when you are not available to attend interview.

Closing date

Tuesday 5 May 2020

Agreement of the final shortlist

Early June 2020

Due diligence; assessments (if required)

First half of June 2020

Final panel interviews

Mid-June 2020 with preferred candidate appointed by end June 2020

The Selection Panel will be:

- Reverend Canon Simon Butler (Senior Treasurer)
- Reverend Canon Roxanne Hunte (Vice Chair)
- Jeremy Hargreaves (Chair of Governance Committee)
- Richard Farmbrough (Trustee)
- Reverend Wendy Kennedy (Trustee)



Clergy Support Trust

