



CHIEF OPERATING OFFICER

Information for Candidates

April 2020



THE CATHOLIC DIOCESE
OF NORTHAMPTON

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WELCOME



As I write this welcome to you, the country and the world are living through the most extraordinary of times. Normal life, such as it we thought it to be, already seems a distant memory and what lies ahead is by no means certain.

In such times as these people and communities turn to, and rely upon, the organisations that are a long established feature of their lives and that provide practical, emotional and spiritual support and guidance.

We have all been touched by, and are in awe of, the dedication of NHS staff and social care workers who are treating the thousands of people who have fallen ill as a result of COVID-19 or looking after those most at risk. The people who continue to deliver essential services and who are in the front line of the battle against this disease also deserve our admiration and respect.

Is it times like this that the Catholic Church must also offer greater sustenance to its followers and to reach out to support vulnerable people from all sections of the community.

As the newly ordained Bishop of Northampton, it is beholden upon me to lead the Diocese in making the maximum contribution that it can and to make the best possible use of the resources that we have available at our disposal. There will be many other challenges facing us as a Diocese once the COVID-19 crisis is over, challenges connected with the delivery of our mission in this Diocese in an uncertain future with less clergy and less people coming to our churches. This will involve sensitive and visionary leadership and management of resources.

The better organised we are, the better we manage our resources, the greater impact we will be able to achieve in the short, medium and longer-term.

My Chief Operating Officer will be the person that I must be able to rely on to deliver on my commitments to the community the Diocese serves. It is a crucial appointment for me personally, for the future of the Diocese and for the people that want and need our guidance and support.

I sincerely hope you will be inspired and moved to want to join me in this most important work.

Bishop David Oakley



OUR MISSION



Like anything alive, our Diocese is growing and changing. Many people from other countries and cultures are becoming very much part of the life of our region and of our parishes and schools.

The Diocese is involved in many different areas of life. Not just in parishes, but also in schools, hospitals, prisons and religious communities; working with people with disabilities, and with the young and the old; promoting the value of family and of marriage; caring for the poor, the homeless and those who live at the margins of society; handing on our Catholic Faith to each generation and reaching out to our society so much in need of the Truth and Love of Christ.



ABOUT THE DIOCESE

The Catholic Diocese of Northampton covers the traditional counties of Northamptonshire, Bedfordshire and Buckinghamshire, together with the town of Slough, a Unitary Authority within Berkshire.

With its southern edge resting on the Thames and its northern tip in the East Midlands, it is by no means the smallest English diocese. There are 69 principal parishes with another 26 "satellite churches", chapels of ease, and a few more Mass centres in private schools and other institutions. They are served by 48 active diocesan priests, assisted by 12 active priests from other dioceses and 18 from religious orders.

The diocese has 29 schools at primary/infant/junior level, 6 secondary schools, one 4-19 VA through-school, one private primary school, a private prep school, and one private girls' boarding through-school. Between them they educate some 20,700 pupils.

The diocese is a registered charity, The Northampton Roman Catholic Diocesan Trust, and is also a registered company. The Chief Operating Officer will be the Honorary Secretary to that corporation. There is one active trading subsidiary, RCDN Property Services Ltd, which provides project management for school projects. There are separate Trustees' Property, Investment and Health and Safety Committees.

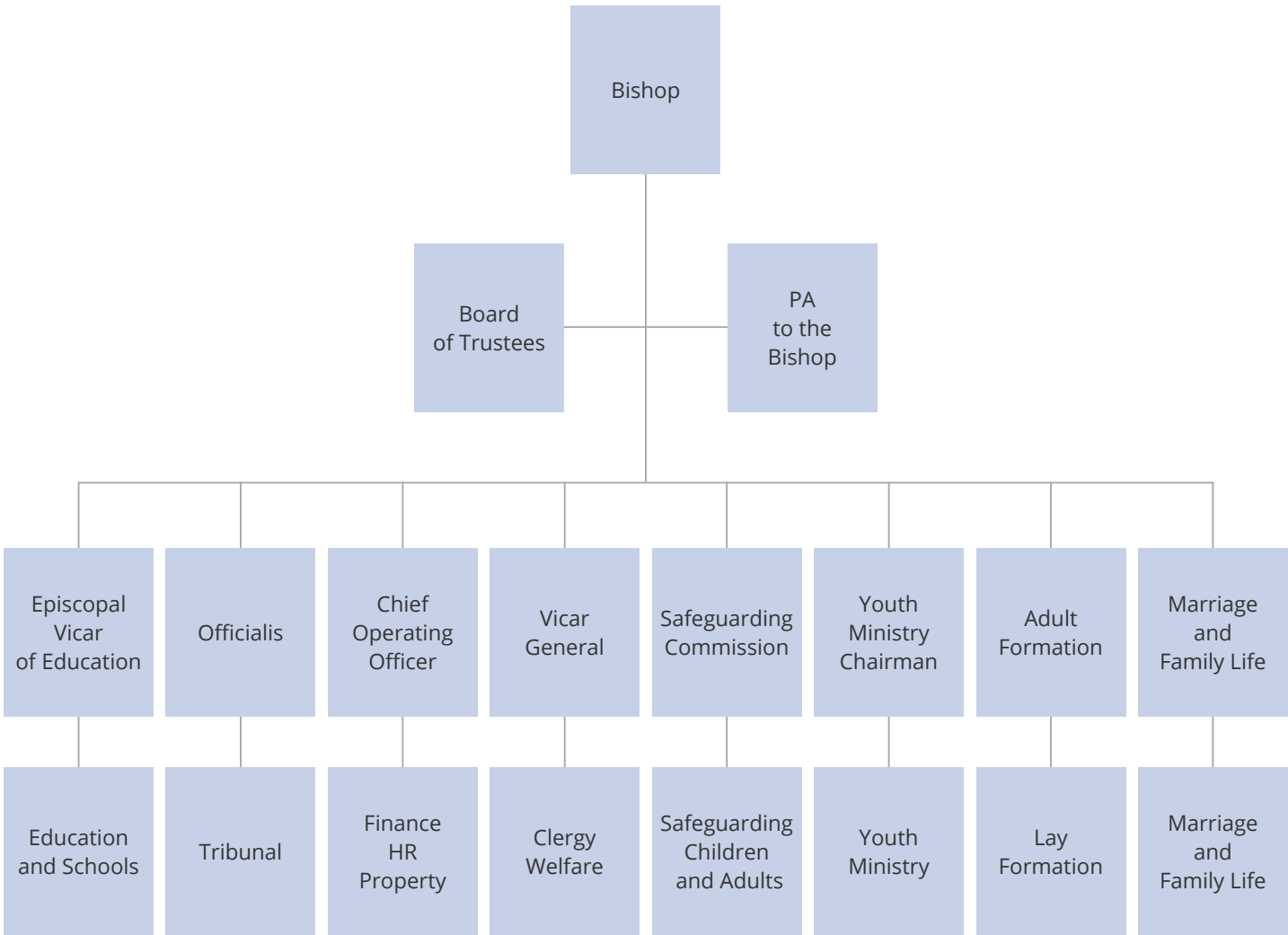
More information

Visit the Diocese [website](#)

Read our latest [Financial Statements](#)



ORGANISATIONAL CHART



JOB DESCRIPTION

Job title	Chief Operating Officer
Responsible to	Bishop of Northampton
Location	Bishops House, Marriott Street, Northampton, NN2 6AW
Working hours	35 hours per week
Salary	£80,000 - £85,000 per annum

Main duties

Strategic Oversight

1. Contribute to the development of strategic and operational plans to further the mission and objectives of the Diocese.
2. Develop and maintain strong and effective working relationships with both internal and external key stakeholders.
3. Ensure that all operational services are delivered effectively in line with civil and canon law requirements and the needs of the Diocese.
4. Maintain appropriate contact with the Diocese's external advisers including auditors, investment managers, lawyers, estate agents and insurers.

Financial Management

1. Review and report on the overall financial health and sustainability of the Diocese.
2. Ensure that financial policies and procedures are fit for purpose and that parishes are supported in compliance through training and communication of legal and Diocesan requirements.



3. Maintain and review financial control systems at both parish and Diocesan Office levels.
4. Oversight of payroll including returns of pension information.
5. Co-ordinate and prepare the annual diocesan budget and the annual report and accounts.

Property

1. Provide support to the Property department in their responsibility for managing the Diocesan property estate.
2. Support parishes in maintaining parish property, ensuring their compliance with health and safety legislation.
3. Monitoring of individual property projects.
4. Overall responsibility for health and safety.

HR and People Management

1. Direct line management of staff in HR, Finance and Property departments plus Information Manager.
2. Provide support to the Diocesan HR Manager in providing an effective system for recruitment, retention, management, training and development of staff to achieve strategic objectives of the Diocese and comply with current employment legislation.
3. Participate in the recruitment of all curial department personnel.



ICT and Communications

1. Take overall responsibility for ensuring that data protection (under GDPR) and information policies are adopted and maintained by all parishes and diocesan personnel to comply with current legislation.
2. Represent the Diocese at both local and national levels.

Governance

1. Ensure that the operations of the charity comply with all relevant statutory legislation as well as canon law.
2. Ensure the Board of Trustees has effective internal control, risk and performance management systems necessary to carry out its role efficiently and effectively.
3. Ensure timely reporting to Statutory Authorities, including Charity Commission, Registrar of Companies and HMRC.
4. Act as Secretary to the Board of Trustees.

Key Relationships

Develop strong and effective working relationships to ensure ongoing development and continuous improvement.

Internal

- The Bishop of Northampton
- Trustees
- Vicar General
- Episcopal Vicar for Education
- Employees within the Diocese including those within the Parishes
- Council of Priests
- Parish Priests and Chairs of Finance Committees in parishes
- Other Priests and Deacons
- Parish volunteers
- Safeguarding Coordinator
- Clergy welfare
- Tribunal Office
- Director of Communications

External

- National Church bodies
- Suppliers
- Professional Advisers: auditors, bankers, insurers, property surveyors, investment managers, legal advisers
- Peer groups across other Dioceses

PERSON SPECIFICATION

As the Chief Operating Officer includes the role of Diocesan Finance Officer under Canon Law, the postholder must fulfil the requirements of ecclesiastical office under the Canon Law of the Catholic Church. The post is therefore subject to the occupational requirement that the holder is a practicing Catholic under Part 1 of Schedule 9 of the Equality Act.

Essential

- A practising and committed member of the Catholic Church with a clear understanding of its teaching and structures
- Relevant professional qualification in finance, management or related discipline
- Proven and evidenced experience of working at a senior level in a financial management role
- Experience in compliance, governance and internal controls
- Experience of leadership and people management
- Ability to think strategically and analytically and experience of strategy development at board level
- Experience of managing organisational change
- Excellent oral and written communication skills including explaining technical issues to a diverse and non-technical audience
- Sound negotiation, influencing and motivational skills to build effective working relationships both internally and externally
- Confident and resilient, with the ability to remain calm under pressure and motivated in challenging situations
- Computer literacy including use of Microsoft Office Suite
- Car driver with access to own transport
- Knowledge of charity accounting regulations (SORP)
- Experience of working with volunteers

TERMS AND CONDITIONS

Contract

This is a permanent, full-time appointment. Nominal hours are 35 hours per week. Overtime will not be paid but time off in lieu may be taken.

Pension

Diocesan Personal Pension arrangement matching personal contribution up to 4% of salary.

Annual leave

25 days holidays in addition to usual public holidays.

Other Benefits

Relocation expenses will be considered.



HOW TO APPLY

For an informal discussion about the role, please contact our recruitment partners, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



Application is by way of CV and a Supporting Statement, which should concentrate on your motivations and evidencing how your experience and skills meet the requirements. As a general guide your Supporting Statement should be around 1,000 words or two sides of A4.

Closing date: 10.00a.m. Monday 27th April

Selection process

There is a two-stage interview process.

Stage 1: Week beginning Monday 11th May

First round of screening interviews conducted by NFP Consulting.

Candidate taken forward from the first interviews will be invited to complete three online psychometric assessments.

Stage 2: Week beginning Monday 25th May

The formal panel interview with the Bishop and trustees will include a pre-prepared presentation task and there will also be the opportunity for you to meet with key stakeholders.

Interview arrangements

All interviews will be held in accordance with the UK Government's guidance designed to limit the spread of COVID-19. If the guidance allows, the interviews will be held on-site at Bishop's House, otherwise they will be conducted via a remote video facility.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to any aspect of the selection process, e.g. application process, attending interview, completing online psychometric exercises. Any requests will not be taken into account in the selection process.

Please let us know if you would like to receive this information in a different format.

