



# PATRONAGE DEVELOPMENT OFFICER APPLICATION PACK



## CHURCH PASTORAL AID SOCIETY

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

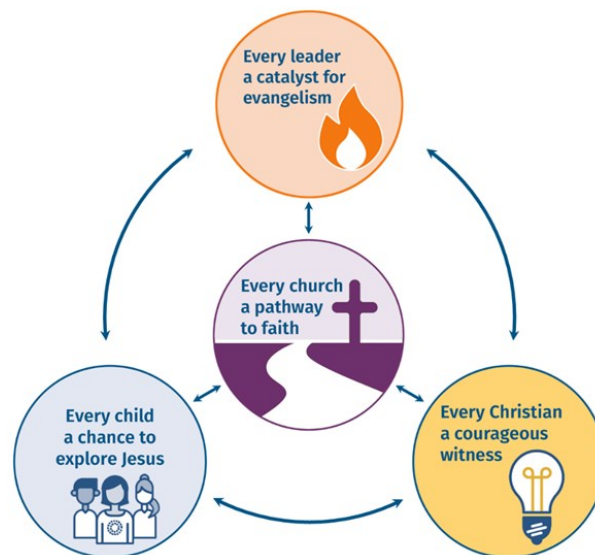
# THANK YOU FOR CONSIDERING THE PATRONAGE DEVELOPMENT OFFICER POST AT CPAS

## ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its patronage work and leadership training 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 2030, 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 Holidays: for 8-18's to explore life with Jesus on our residential.

CPAS also has a strategic priority to strengthen our operational core. There are a number of strands of work being invested in to ensure the organisation is robust enough to sustain and increase our 3 distinct but collaborative areas of work.

## 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.

### The Opportunity

We are looking to appoint a colleague to work with us on ambitious aspirations. We see opportunities to engage in national patronage conversations and, working with other CPAS teams, to deepen our relationship with our patronage churches and clergy and develop the CPAS offer to them. We are looking for a colleague who can go further in encouraging all our churches to offer pathways to faith, every leader to be a catalyst for evangelism, all Christians to become more courageous witnesses to Christ and every child to have the opportunity to discover Jesus.

### The Key Areas

The six key areas for this role both develop our impact and strengthen our core work:

- **Interviews:** Work constructively with senior diocesan staff and parish reps in the process of appointing to vacancies. This requires good negotiating skills – to build good relationships with diocesan officers, strengthen the confidence of inexperienced parish reps and where possible advance the Evangelical commitments of our patronage.
- **Consultations about suspensions and pastoral reorganisation:** Although this is a less glamorous task, it is foundational for understanding current trends and future risks for patronage. Enter the Archdeacon's world and support parishes and incumbents at moments of vulnerability.
- **Support for incumbents:** Work alongside other CPAS staff including the Church Relationships Officer and the Leadership Development Team to find targeted ways to support and encourage our patronage clergy and parish leaders, through prayer, listening, preaching, training and counsel so that CPAS parishes experience the benefit of the CPAS offer throughout the incumbency, and not just during appointment.
- **CPAS patronage partners:** Grow a network of clergy across the country to support the Patronage Team in their work around the country – including selection, induction, training and support.
- **Networking:** Proactively build networks of patrons so that they can speak and operate more confidently and effectively in the current patronage context.
- **Projects:** We have a number of development projects in mind, including convening national conversations around key patronage issues. Help the team decide on the most important strategic projects and find ways to move them forward.

Please read on and prayerfully consider whether God is calling you to join us.

**As women are currently underrepresented in our team, we would particularly welcome enquiries and applications from female as well as male candidates.**

# ROLE PROFILE

**RESPONSIBLE TO:** Patronage Secretary.

## KEY WORKING RELATIONSHIPS:

Internally: Leadership Specialists, Church Relationship Officer, Head of Leadership Development, Ventures and Falcons Principal, Fundraising and Communications team, CEO and Patronage Trustees. Externally: clergy, national and diocesan staff and other patrons.

**JOB PURPOSE:** To join the Patronage Secretary, on behalf of the Patronage Trustees, in developing the impact of CPAS patronage both in parish vacancies and across the wider church. The role will focus in three directions:

- Strengthening effective patronage processes on behalf of parishes
- Strengthening two-way relationships with patronage clergy
- Fostering relationships with other patrons to address national issues affecting patronage

## CORE TASKS

- Seek the appointment of clergy in collaboration with the Patronage Secretary, acting on behalf of the Patronage Trustees and representing the biblical and theological vision & values of CPAS.
- Provide leadership, support and advice to parishes on patronage issues, offering support through appointments and consultations.
- Work constructively with senior diocesan staff and their legal officers in the process of appointing to vacancies.
- Offer prayerful and pastoral support to clergy seeking a move to new roles, exploring their theological fit for potential positions.
- Build and support a network of people around the country to represent CPAS in its patronage work.
- Proactively liaise with the Venture Falcons Ministry and Leadership Development teams to maximise synergy between ministry areas and support/develop leaders post-appointment process.
- Strengthen connection with patronage churches including through prayer, visits, preaching, coaching, training, signposting, and other forms of support, and in conjunction with the Church Relationships Officer inspire and encourage churches to support CPAS financially.
- Undertake patronage development projects as agreed with the Patronage Secretary and CEO.
- Liaise with other patrons, especially through the Evangelical Patrons Consultative Council (EPCC), and develop new networks of patrons, representing the Christian vision and values of CPAS in this process.
- Keep abreast of patronage-related legislation, as well as developments in the wider Church.
- Read, consult, think and communicate theologically and biblically about leadership and ministry in local churches, specifically Anglican churches.

## OTHER REQUIREMENTS

- Contribute to the spiritual culture of the CPAS team.
- Participate in the prayer life of CPAS.
- Because of the geographic spread of the CPAS patronage churches, the post holder will be required to travel nationally on a regular basis, with a likely emphasis on the southern half of England, and often to locations where a car is the only practical means of transport. A full driving licence is therefore required throughout the employment.
- It is anticipated that the post holder will live within reasonable commuting distance of the CPAS office to enable office responsibilities as well as those 'in the field' to be adequately discharged.

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 your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected withing the scope and grading of the post and according to the needs of the organisation.





# PERSON SPECIFICATION

## KNOWLEDGE AND EDUCATION

### Essential:

- Theological qualification.
- Holds or as has held a license to ordained ministry in the Church of England.

### Desirable:

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

## SKILLS AND EXPERIENCE

### Essential:

- Experience of leading a church in the Church of England.
- Experience of leading good staff appointment processes, including safer recruitment.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Detail-oriented, with strong organisational abilities.
- Able to use independent judgement and coordinate the work of others.
- An enabler of volunteers, to support the delivery of patronage work and functions.

### Desirable:

- Experience of negotiating well with Diocesan leaders and advising clergy.
- Experience of relating across the evangelical constituency.
- A competent and confident user of IT.



## PERSONAL QUALITIES

### Essential:

- Discreet; able to maintain personal and professional confidences.
- Passionate about the local church and its calling to enable people to hear and discover the good news of Jesus Christ. Committed to seeing 'gospel ministers' appointed.
- Able to think creatively and identify new opportunities. An excellent problem-solver.
- Able to work collaboratively within a team.
- Demonstrate courage and graciousness in response to contentious issues.
- A commitment to modelling a culture of safeguarding across CPAS.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of 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 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:** £43,152—£47,694 per annum, subject to an annual pay review.
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:** Clergy employed by CPAS will continue to access the Church of England clergy pension scheme.
5. **Hours of work:** Full-time working hours are 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 in addition the offices are closed between Christmas and New Year and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Long Service Additional Annual Leave:** an additional 2 weeks annual leave is awarded to staff who complete continuous service with CPAS of 10 years or more.
8. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
9. **Start date:** To start as soon as possible.
10. **Driving license:** This role involves regular driving to various locations, so a valid driver's license and insurance cover is essential.
11. This post will be subject to a 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.
12. You must have evidence of your ongoing right to work in the UK.



## HOW TO APPLY

For a first informal conversation about the role and about CPAS, please contact Rob Miles our Patronage Secretary via [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk)

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. We will be contacting your diocesan bishop as part of our safer recruitment process.

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 **Sunday 16 November**.

### INTERVIEWS

Interviews are scheduled for **Tuesday 2 December** at our offices in Coventry.

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)

### CPAS VALUES

All CPAS staff are expected to work within the values of the organisation:

Missionally Focused

Graciously Engaged

Boldly Innovative

Courageously Hopeful



# INFORMATION FOR CLERGY MOVING FROM PAROCHIAL POSTS TO CPAS

CPAS fully reimburse working expenses and provides a safe and positive working environment.

If you are considering moving from a Parochial post to a post with CPAS, you may have some questions about how the salary and benefits differ from Parochial posts. The following is a run-down of the most common questions and answers:

- You will continue to remain in the Clergy Pension Scheme as CPAS is a Church of England mission agency.
- CPAS does not usually provide housing for employees, so you will need to find accommodation that suits your needs.
- There is no relocation package, therefore any moving expenses will need to be self funded (removal firms/solicitors fees, etc).
- During your employment with CPAS travel expenses are fully reimbursed, but mileage is only payable for work related journeys, not for commuting to and from work. Please note we pay HMRC mileage rates for all work journeys.
- At CPAS, we want to make good provision for your working environment. We have a flexible approach to working locations: some roles are home-based for which you will receive an allowance for office equipment. For office based roles you will have a great working environment in a modern open-plan office with free parking and a nearby shopping centre within walking distance. Although there is the possibility of flexible working arrangement from home (pending satisfactory home-based risk assessments and subject to making an application) you will not receive an allowance for your home workstation.

- As part of your role, you will be required to minister in dioceses around the country. You will therefore need to arrange and keep current a General License or PTO from the Bishop in the Diocese where you live. That will involve staying up to date with safeguarding training.

You may want to seek financial advice on the following:

- If you own a house which you have rented out, but no longer live in accommodation that is tied to your post (Vicarage/Rectory), your primary residence status may lapse and if so, your home will become liable for Capital Gains Tax on the sale.

