



# SENIOR TEAM ADMINISTRATOR - CLERGY APPOINTMENTS (PATRONAGE) TEAM 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

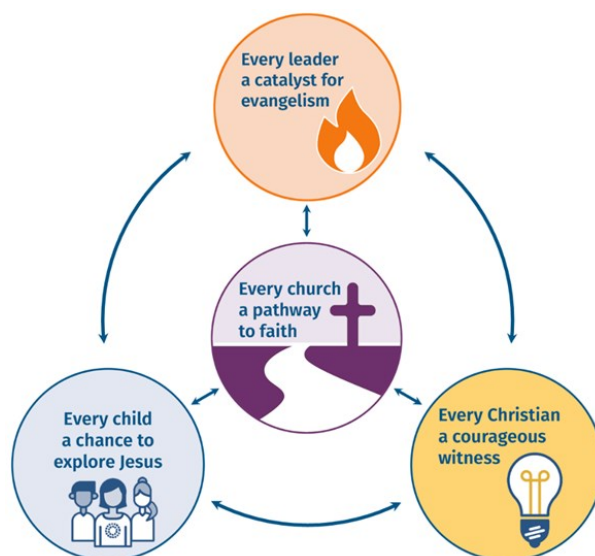
# THANK YOU FOR CONSIDERING THE SENIOR TEAM ADMINISTRATOR POST AT CPAS

## 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 over 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 701 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 and the CEO. 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 Team 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

We are looking for a highly organised and relational Senior Team Administrator who will relish taking a lead role in coordinating clergy appointment processes across the whole breadth of the Church of England to every kind of parish. This role will also involve supporting the Patronage Team across the breadth of their work, including monitoring, recording, and responding to proposed Pastoral Schemes and Suspensions; supporting and enabling the work of the Patronage Trustees; working with other patrons; and offering support to our patronage churches and their incumbents. This exciting and rewarding role will allow you to make a significant impact at a national level to the health and growth of the Church of England.

The team needs fast-moving, responsive and accurate administrative support, so we are seeking an administrator of significant ability, who will bring excellent interpersonal, verbal and written communication skills, strong organisational abilities, and the confidence to manage multiple tasks with good judgement.

The ideal candidate will be calm, approachable and resilient, inspire confidence and trust, and have a passion to see local churches led well, thriving, and reaching out with the Gospel to their community.

If this sounds like you, we'd love to hear from you!

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

# ROLE PROFILE

**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, Patronage Trustees, other CPAS Staff

**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

- Take a lead role in coordinating parish appointment processes, working closely with the Patronage Secretary and others overseeing vacancies. This includes proactively initiating appointment timelines, preparing official documentation, managing advertisements, guiding enquiries and applications, organising key dates, and ensuring that all people and processes involved move smoothly from shortlisting to appointment.
- Working with the Patronage Secretary, develop and maintain the administrative systems that underpin the patronage function, including record-keeping, archives, database management, and correspondence. Maintain and update the patronage handbook and explanatory materials. Monitor legal consultations to ensure compliance within statutory timeframes, and oversee the correct processes for appointing new trustees.
- Act as a key point of contact for dioceses and private patrons, responding confidently to enquiries and managing the process for churches exploring CPAS patronage. Provide guidance and training to Diocesan PAs and offer informed advice to clergy and parishes on patronage matters. In all interactions, represent and uphold the biblical and theological vision and values of CPAS with clarity and integrity.
- 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.
- Oversee the publishing and administration of job vacancies on the CPAS and CoFE Pathways websites, ensuring accuracy, timeliness and clarity.
- Support and enable the development of new administrative systems and processes, identifying opportunities to improve efficiency, consistency and service quality.
- Administer the EPCC register and arrange consultations for clergy exploring new roles.
- Administer patronage events, managing logistics, updating the website, communicating with 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.
- Participate actively in, and occasionally lead, Staff Prayers, modelling the Christian values central to the organisation's mission.

## 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 verbal and written communication skills, inspiring confidence and trust.
- Accurate and detail-oriented with strong organisational abilities.
- Demonstrates initiative and ability to effectively manage multiple areas of work.
- 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.
- A creative problem-solver who enjoys analysing situations and seeking solutions.
- A good record-keeper, able to maintain accurate and well-organised records.

## 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, approachable and resilient.
- Able to work collaboratively within a team.
- Able to think and act independently, take initiative, and prioritise effectively.
- 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.

\*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:** £28,372—£31,359 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:** CPAS provides a pension scheme with a minimum of 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 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. **Travel:** Some travel to occasional meetings off-site.
9. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
10. **Start date:** To start as soon as possible.
11. **Safeguarding:** 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

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 **Sunday 25 January**.

### INTERVIEWS

Interviews are scheduled for **Wednesday 4 February** 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

