



The Role of the Diocesan Secretary

Overview

The Diocesan Secretary (DS) is the lead officer within the Diocesan Administrative Structure, working closely with the Diocesan Bishop in advancing the mission of the Diocese and serving the people of South London and East Surrey. The Diocesan Secretary is the Chief Executive Officer of the Diocesan Board of Finance, and the Chief Operating Officer to the Diocese, also incorporating the role of Secretary to the Diocesan Synod.

Role Description

The DS reports to the Diocesan Bishop and has the following key accountabilities:

- Lead and develop the executive function of the Diocese especially through the Senior Management Team and the interdepartmental working groups, implementing diocesan policies and setting the pace and culture for diocesan staff values summarised by 'Lead Enable Serve',
- Lead and enable the continuing flourishing and development of the Diocesan governance structures
- Lead the administration of the Diocese through changes emerging in the light of both national church policies and structural changes
- Ensure and build further the culture of partnership working between parishes and the diocesan support structures, through policies and collaborative relationships especially with the Archdeacons and other clergy and parish officers.
- Demonstrate good stewardship of the Diocese's resources through the effective use of people, finance, and assets.