

APPLICATION
PACK

Simeon's
Trustees

**APPOINTMENT
OF AN
EXECUTIVE
OFFICER**



THANK YOU FOR YOUR INTEREST

Simeon's Trustees are looking to appoint a new Executive Officer to oversee the administration of the Trust and to assist in the management of clergy appointments to the benefices in its care. The Executive Officer plays a crucial role in the work of the Trust and works closely with the Chair in the national oversight of Simeon's ministry and with regional Trustees in each appointment process. The role is part time, for 16 hours each week, with flexible working, based at home and located anywhere within the UK.

The Trustees are looking for an experienced and efficient administrator, with excellent people skills, and a heart for making good clergy appointments in the Church of England. If this is you, please read on and consider applying for the post. You are welcome to speak to the Chair of the Simeon's Trustees, the Revd Guy Donegan-Cross, for further information about the role of the Executive Officer - guy.donegan-cross@simeons.org.uk.

SIMEON'S TRUSTEES

Simeon's Trustees is a Company Limited by Guarantee, registered with the Charity Commission. As a long-established Patronage Society, it is either sole or joint Patron for almost 200 benefices in 33 Dioceses of the Church of England. In this capacity the Trust is involved in appointing clergy to its benefices when there is a vacancy, working closely with the Bishops and Parish Representatives.

The Trust sits within the evangelical tradition of the Church of England, while serving churches of a variety of traditions, and is committed to making excellent clergy appointments, in line with Simeon's Charge and the Charity's Values (www.simeons.org.uk/values). The Trust is overseen by Trustees who meet five times each year, online or in person, and regional Trustees represent the Trust in each appointment process, with the administrative support of the Executive Officer. Simeon's has recently become the Patron of most benefices previously within the Hyndman Trust.

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BACKGROUND

Simeon's Trustees was founded by the Revd Charles Simeon in 1836, when the first Trustees were appointed and given the Charge still used today when new Trustees are appointed. Charles Simeon (1759-1836) was a Fellow of King's College, Cambridge and for 54 years the Vicar of Holy Trinity, Cambridge. He was a towering figure in the Church of England nationally and one of the founders of the Church Missionary Society. It has been said that his influence and authority extended to the most remote corners of England, and that "his real sway over the Church was far greater than that of any Archbishop". John Stott described him as "one of the greatest and most persuasive preachers the Church of England has ever known". Simeon died on 13 November 1836 and he is remembered in the Church of England calendar on 13 November each year.

Simeon and a number of his contemporaries were concerned to ensure that gospel ministry flourished in the Church of England and to this end they bought the advowsons (the right to present a vicar to a benefice) of a number of churches to ensure the appointment of clergy who had a personal and lively faith in Christ. The Trust had 21 advowsons at its inception and subsequent Trustees have added to that number down the years, though for the last century or more advowsons cannot be bought! Simeon always put the needs of the Parishes foremost when making appointments and this commitment to appoint the clergy most appropriate for each Parish continues still today, now inclusive of women Priests as well as men.

You will find a short history of the Simeon's Trustees on our website www.simeons.org.uk/simeons-trustees-history, with links to other sources and biographies of Charles Simeon.



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ROLE PROFILE

OVERVIEW OF ROLE

The Executive Officer (EO) is the sole employee of the Trust, responsible for its effective administration and for supporting Trustees in the management of appointments to the nearly 200 Church of England benefices in which Simeon's has a patronage interest. The EO has a wide overview of the work of the Trust, working closely with the Chair of the Trustees and attending meetings of the Board.

The EO is also the administrative hub of the Trust's life, engaging with the management and legal details of each appointment. It is a great job for someone who enjoys both overview and detail, and who is passionate about making the kind of clergy appointments which will serve Simeon churches well for their spiritual health and future growth.

CORE TASKS

- *Manage the central administration of the Trust:* maintain archives, keep records, field enquiries, update the website and documents, keep the central diary, hold data confidentially, manage GDPR for the Trust, routine administration, review admin systems and processes
- *Support the Chair of Trustees:* attend a weekly online meeting with the Chair, Deputy Chair and Secretary and other regular contact with officers of the Trust
- *Support the Board of Trustees:* attend 3 online and 2 in-person meetings each year (one overnight residential), organise the logistics of each meeting, produce agendas and minutes, manage Trustee section of the website, provide regular Updates, assist in induction of Trustees



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- *Provide administrative support to Trustees for each appointment:* identify and initiate appointment processes (including official forms and schedules of dates), handle adverts, enquiries and applications, manage diary dates and procedures in liaison with the lead-Trustee
- *Liaise with Dioceses on patronage related matters:* consult Trustees on Pastoral Schemes, proposed suspensions and renewals, changes of patronage
- *Some financial responsibilities:* liaise with the Hon Treasurer for reports and year-end accounts, check bank balances and thank donors, pay Trustee expenses, issue grants to new and retiring incumbents
- *Organise prayer diary and anniversary calls*
- *Communication:* internally with Trustees; externally with peer organisations, senior diocesan staff, clergy, churchwardens, enquirers

The Trustees recognise that the EO role requires a familiarity with the formalities and legalities of clergy appointment processes and other patronage related matters and that this will take time to acquire. Training will be given, and we are grateful that Mrs Ann Brown has agreed to offer ongoing support to her successor after her retirement. The Chair of Trustees will monitor the workload of the new postholder during the period of induction. We intend that this will be a fulfilling ministry role in which the postholder will find a high level of enjoyment and fulfilment.

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PERSON SPECIFICATION

REQUIREMENTS FOR ROLE

Simeon's is a Christian ministry committed to the wellbeing of the churches and benefices in its care and to making excellent clergy appointments. The successful applicant will be able to demonstrate how they meet the Genuine Occupational Requirement to be a practising Christian.

KNOWLEDGE

- *Understands and supports Simeon's Values*
- *Educated to A-level standard or with an equivalent experience in comparable work*
- *Good understanding of the structures and workings of the Church of England*
- *Familiarity with clergy appointment processes, or a demonstrable ability to learn quickly*
- *Working knowledge of Microsoft Office & good all-round IT competence*
- *Understanding and experience of basic financial management and bookkeeping*

SKILLS

- *Excellent interpersonal skills*
- *Excellent oral and written communication*
- *Able to deal confidently and courteously with Trustees, senior clergy and parishes*
- *Excellent organisational and planning skills*
- *Self-motivated and able to manage a flexible workload*

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TERMS AND CONDITIONS

1. **Accountability:** the postholder reports to the Chair of the Simeon's Trustees.

2. **Christian faith:** this role has a Genuine Occupational Requirement (GOR) that the postholder has an active Christian faith. Your supporting statement should tell us how you meet this requirement.

3. **Location:** The Executive Officer will work from their home or other location of their choice and can be situated anywhere within the UK.

4. **Contract:** This is a permanent appointment, subject to an initial six-month probationary period. There will be an annual appraisal and regular supervision from the Chair of Trustees. Conditions of employment are set out in the Staff Handbook.

5. **Hours of Work:** this is a part time appointment for 16 hours/week, worked flexibly by agreement with the Chair of Trustees, to a total of 64 hours in each four-week period.

6. **Salary:** £13,300 per annum in 2024, paid monthly in arrears.

7. **Expenses:** all authorised expenses are paid in full.

8. **Travel:** there will be occasional travel to Trustees Meetings in London and, exceptionally, for other reasons relating to the work of the Trust.

9. **Holidays:** annual leave is 5 weeks pro rata, plus 8 bank holidays, pro rata, and three additional days between Christmas and New Year.

10. **Training:** the new Executive Officer will be inducted into the role by the current postholder, who will provide ongoing support as needed. Other relevant training may on occasion be required.

11. **DBS:** the appointment will be subject to a Basic DBS Check.

11. **Start Date:** the new postholder will start their employment on or soon after 1 July 2024.



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HOW TO APPLY

Please complete the Application Form, with reference to:

- the skills and experience that equip you for this post, as outlined in the Role Profile and Person Specification
- why you would like to work in this post for the Simeon's Trustees

Applications should be sent by email to the Revd Guy Donegan-Cross, Chair of Simeon's Trustees guy.donegan-cross@simeons.org.uk.

The closing date for applications is midnight on Friday 23rd February 2024.

INTERVIEWS

Interviews will be held on Monday 18 March in Birmingham or a suitable location for shortlisted candidates.

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