



THE CHURCH  
OF ENGLAND



TALL ROOTS

# The Church of England

Head of Parish Buying  
Candidate Pack

August 2022

# Welcome

Dear Candidate

Thank you for your interest in becoming our Head of Parish Buying.

Parish Buying was established in 2011 to utilise the combined buying power of The Church of England's 16,000 churches to negotiate competitive prices with suppliers across a range of different contracts, ensuring parishes have access to a suite of quality-assured products and services, while saving them time and money. Parish Buying operates as a trading entity within Church of England Central Services Trading Limited. Its principal activity is Energy, which currently accounts for over 80% of income, although we have negotiated a wide range of other contracts at discounted rates, including digital giving, furniture and church supplies.

Since Parish Buying first launched, the world we live in has changed dramatically, and we must ensure we continue to respond accordingly to best meet the needs of our members. We have set out an ambitious vision for growth and expansion in the range of services and products that we are able to offer, and are now looking for a commercial leader to help us to deliver on our vision.

This is a new role, working with the Board of Church of England Central Services Trading Limited to develop and implement a business plan that delivers significant growth of Parish Buying's activities. With responsibility for a £10m+ P&L, you will ensure Parish Buying has the sufficient resources and capacity to deliver against the plan, with robust financial models and meaningful KPIs that reflect the unique and changing needs of our work and the wider parish economy in which we are operating. This role will work with colleagues within the National Church Institutions (which undertake work for the Church of England), and engage with colleagues at all levels on the development of new products and services, as well as on the delivery of national priorities such as our commitment to becoming Net Zero by 2030.

We are looking for a leader who brings strong commercial expertise and a proven track record of successfully supporting organisational growth within either a private, public or charitable setting. With an enterprising mindset, you will have the ability to spot opportunities for further growth and diversification, backed up with excellent financial and business acumen. Ideally, you will have gained exposure to non-profit or purpose-driven sectors, or be able to demonstrate an awareness of running a commercial enterprise within a charitable setting. Strong negotiating skills that are sympathetic to the mission and ethos of the Church will also be important.

I hope that you are inspired by the opportunity to deliver significant impact across the Church and choose to apply, and that we get the opportunity to meet to discuss this further.

**Jonathan de Bernhardt Wood**  
**National Advisor on Giving and Income Generation**

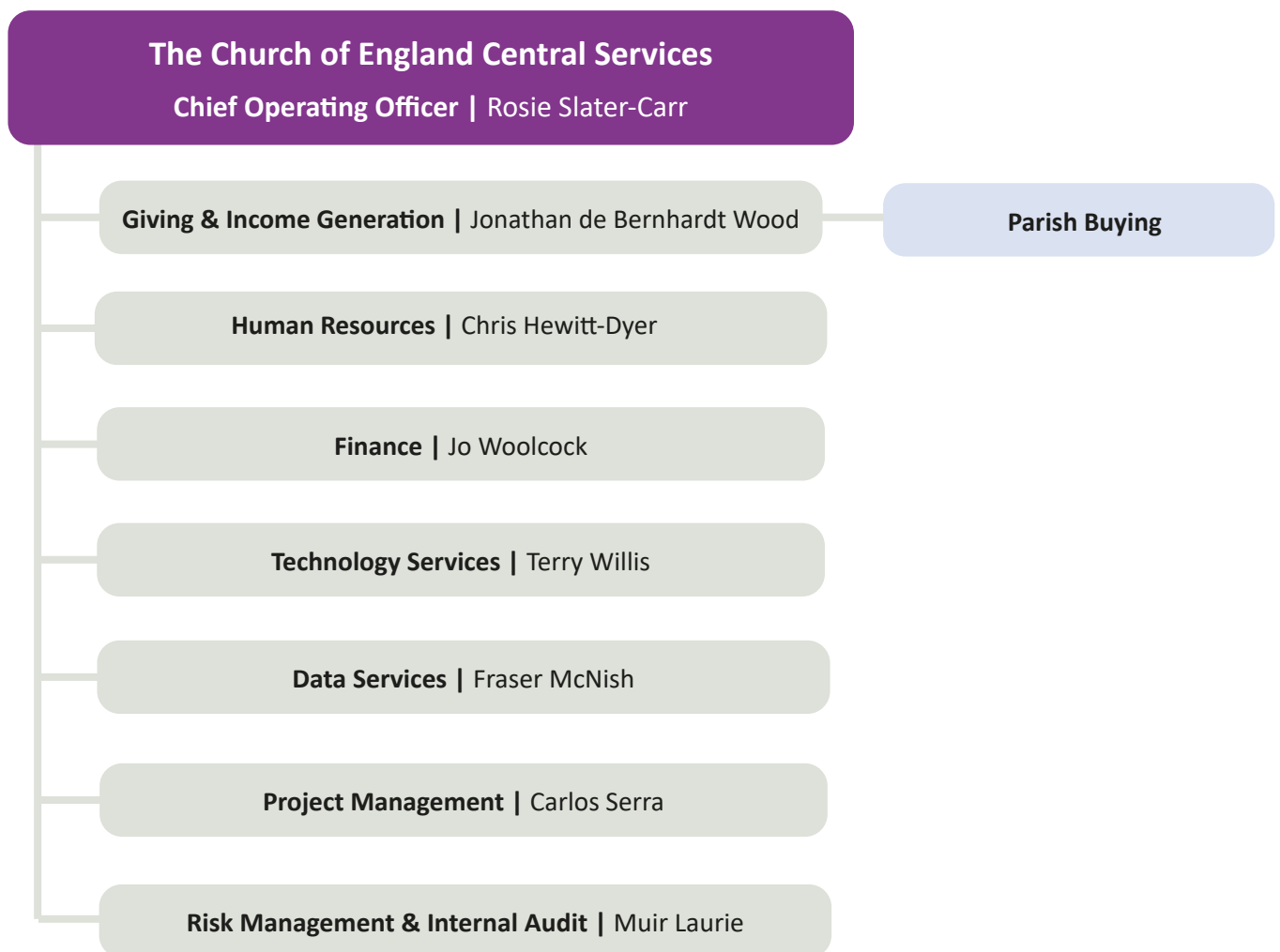
# About the Church of England

The Church of England is made up of over 16,000 churches, in 12,000 parishes which are all charitable organisations. These parishes are organised into 42 regions as dioceses which are all registered charities. The parish 'economy' is over £1.1 billion a year, and over 35,000 social action projects are delivered by its churches including food banks, children's services, debt management advice and work with people who are homeless.

## National Church Institutions (NCIs)

There are seven bodies, collectively known as the National Church Institutions (NCIs), which undertake work for the Church of England. Its purpose is to support the mission and ministries of the Church by working with those who serve in parishes, Dioceses, schools and other ministries, and with partners at a national and international level. The NCIs are separate legal entities, but they are a common employer. You can view more about the NCIs [here](#).

The Parish Buying unit sits within The Church of England Central Services NCI:



# Job Description

<b>Job Title:</b>	Head of Parish Buying
<b>Responsible To:</b>	National Advisor, Giving & Income Generation
<b>Responsible For:</b>	Marketing Officer, Web Editor, and Parish Buying Procurement Officer
<b>Managing Employer:</b>	Church of England Central Services
<b>Key Relationships:</b>	Internal: Chief Operating Officer, Diocesan Secretaries, NCI Procurement function, the Transforming Effectiveness Programme team, Finance and the wider NCIs. External: Parishes across the Church of England, Cathedrals, networks and those providing expertise on resources, major suppliers.

## Introduction to Parish Buying

This new role will have responsibility for Parish Buying, a national church initiative that was established in 2011 and serves The Church of England and the Church in Wales. It has a turnover in excess of £10M and over 20,000 members. Working with a third party provider (2buy2), it has developed a range of products and services for parishes, cathedrals and dioceses. Parish Buying selects suppliers so its members can have confidence in the value and the quality of their products and services, and seeks to leverage the churches national purchasing power to save worshipping communities money. The Energy Basket is currently the principal activity of Parish Buying, accounting for over 90% of its income, and saved its members over £3M in 2021 alone.

## Vision for this role

Following a comprehensive review, we have identified that Parish Buying can, with capacity building, and an improved funding model rapidly expand and increase its products and services and therefore its reach and its impact across the church. We also believe Parish Buying can play a critical role in delivering some of the Church's wider ambitions such as its commitment to carbon net zero 2030<sup>1</sup>.

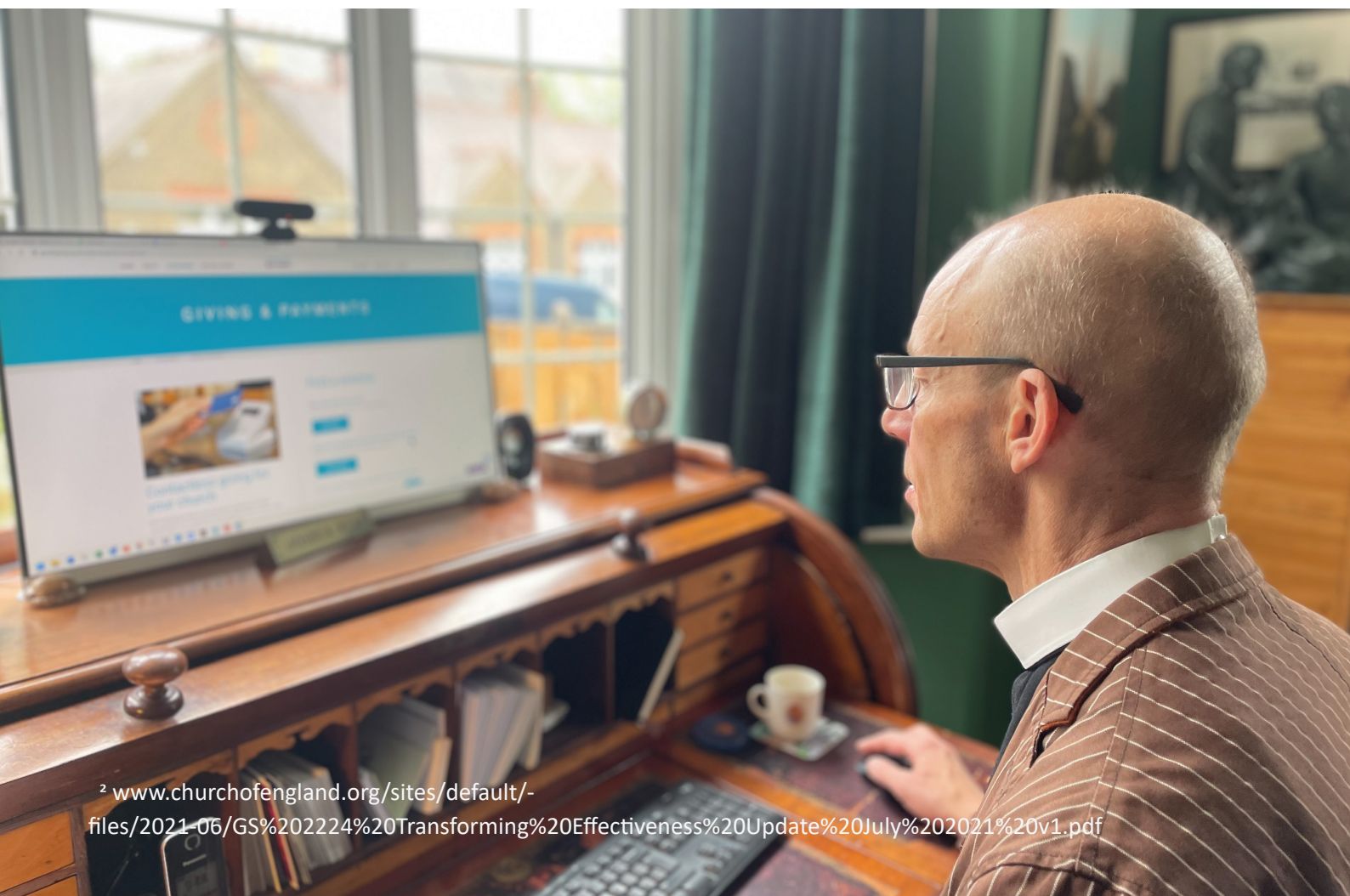
We have identified ways to release additional resources to build the capacity of Parish Buying, and this role will lead on the deployment of those additional resources to aid its development and growth. It will have responsibility for all Parish Buying activity, including the management of existing and future suppliers as the services expand.

Parish Buying operates as a distinct identity within the national church's trading company, ChECST, and this role will be accountable to the ChECST Board for this area of work. The role will be line managed by the National Giving Advisor, who is also a Board member of ChECST.

<sup>1</sup> <https://www.churchofengland.org/about/environment-and-climate-change/net-zero-carbon-routemap>

## Main Duties and Responsibilities

1. Developing and implementing a comprehensive business plan that delivers significant growth and expansion of Parish Buying's activities.
2. Managing the overall budget for this work and the team, ensuring that the financial model is robust and reflects the unique context of Parish Buying's work within The Church of England.
3. Ensuring capacity building funding leads to demonstrable growth, and reporting on its impact to relevant stakeholders.
4. Leading the team, and developing an effective plan and structure to grow the capacity of the team to enable it to deliver on the ambitions for Parish Buying.
5. Working with the Parish Buying Procurement Officer within the team, managing and holding to account the key relationships for the delivery of Parish Buying, ensuring that the supplier delivers what has been agreed and to a high level of service.
6. Having responsibility for the development, recording and reporting to the ChECST Board of effective KPIs that show the impact of these different areas of work.
7. Effectively engaging with NCI colleagues on the development of new products and services in Parish Buying that support national church priorities such as Transforming Effectiveness<sup>2</sup> and Net Zero 2030.
8. Working with the Marketing Officer to ensure the effective promotion of Parish Buying with churches, cathedrals, dioceses and other partners.



<sup>2</sup> [www.churchofengland.org/sites/default/files/2021-05/GS%202224%20Transforming%20Effectiveness%20Update%20July%202021%20v1.pdf](https://www.churchofengland.org/sites/default/files/2021-05/GS%202224%20Transforming%20Effectiveness%20Update%20July%202021%20v1.pdf)

# Person Specification

## Experience

### Essential

- Experience of leading teams to design and deliver services using user-led design methods and with a strong rooting in user input.
- Commercial expertise, which may include profit and loss responsibility for an area of business.
- Experience of procurement, ideally in a range of organisations, and ideally across a range of goods and services. This need not be as a procurement specialist, but having had responsibility for an area of significant spend.
- Delivery oriented with skills to grow usage and impact through effective marketing.
- Quantifiable track record of delivering significant benefits within either the private, charitable or public sector through both strategic and operational initiatives.
- Entrepreneurial track record ideally within a larger and/or complex organisation.
- Experience of leading and working within teams to inspire /achieve transformations

### Desirable

- A professional qualification in Business Administration, Procurement, Marketing or Service.
- Experience of working within the church and an understanding of the culture at both parish and diocesan level.
- Experience of successfully leading change, through encouraging adoption of procurement initiatives, or other cultural/organisational change.

## Competencies

- An entrepreneurial approach, with an ability to see opportunities and develop plans and strategies to achieve them.
- Strong negotiating skills and the ability to negotiate in a way that is in sympathy with the mission and ethos of the Church.
- Strong leadership, team working and influencing skills.
- Creativity and innovation with a 'problem solving' mindset.
- Effective written and oral communication, especially in presenting to large groups.
- Very strong self-motivator and initiator.

## Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

# Terms of appointment

<b>Salary</b>	Circa £70,000 per annum
<b>Location</b>	Church House, Great Smith Street, London, SW1P 3AZ, although this role can also be based at home or a diocesan office. There will be some travel throughout England, and at least monthly in-person meetings in London.
<b>Annual leave</b>	25 days paid leave per leave year, plus public holidays and increases with service, plus three extra days to be taken at designated times throughout the year.
<b>Pension</b>	We offer a market leading non-contributory pension scheme. Further details can be found on our <a href="#">website</a> .
<b>Life assurance</b>	Cover under our life assurance policy for four times your annual salary
<b>Charity leave</b>	Opportunity to use up to 5 days per annum to volunteer for a registered charity
<b>Additional</b>	<ul style="list-style-type: none"><li>- Interest-free season ticket loans for rail and bus travel</li><li>- Enhanced maternity and adoption pay subject to being eligible to receive SMP</li><li>- Enhanced Paternity allowance</li><li>- Study Leave</li><li>- Funded professional qualifications</li></ul>

## Employee Wellbeing

- **Work/life balance:** A full time working week of 35 hours with a variety of part-time, flexible and remote options. We are maximising choice when possible, with many teams opting for a hybrid approach to their working week, with a mixture of home and office-based working
- **Family-friendly:** A range of enhanced leave and/or pay arrangements through our maternity, paternity, adoption and shared parental leave schemes
- **Employee assistance:** A confidential Employee Assistance Programme service which gives access to services such as counselling, financial advice, legal guidance and other support services
- **Personal resilience:** In-depth training sessions and support
- **Mental health first aiders:** For support with mental health or emotional distress
- **Occupational health:** Referrals can be made for people to receive support from an Occupational Health specialist
- **Disability Confident Leader:** Being able to draw from the widest possible pool of talent
- **Eye tests:** A regular eye test voucher and contribution towards lenses if required
- **Cycle to Work Scheme:** Cyclescheme.co.uk providing the opportunity to save between 30-40%
- **Groups, socials and other events:** Include the Environment working group, Women's Network, UKME network, LGBT+ Staff Network - Last Thursday Group, Sports and Social Club, Yoga, running, tennis, rambling, quiz nights, wine tasting, plant club, book clubs and many more.

# How to apply

Tall Roots is acting as an employment agency partner to The Church of England. Applications should be made online at <https://www.tallroots.co.uk/cofe-head-parish-buying> and include

- a CV
- covering letter (no more than two pages), explaining:
  - o your interest in joining The Church of England and motivation for applying for this role;
  - o experience you can highlight that meets some or all of the areas in the 'Experience' section of the person specification.

The closing date for applications is **Friday 26th August 2022**.

We are an equal opportunities employer and actively encourage applications from under-represented and minoritised groups, including those with lived experience of the social issues we are working to address.

If you have any questions relating to the role, or would like any adjustments made to the process to accommodate your needs, please contact Mark Crowley at Tall Roots via [mark.crowley@tallroots.co.uk](mailto:mark.crowley@tallroots.co.uk).

