

## Portsmouth DBF Staff Team and Structure

We have recently reviewed our DBF staff structure seeking to achieve a structure which is financially sustainable but which also: -

- supports the delivery of our priorities under our *Live/Pray/Serve* strategy
- ensures effective support for our parishes and other stakeholders
- facilitates improved collaboration between key roles
- builds capacity so that we are structured to facilitate a programme of change across our diocese and to have space for strategic planning and implementation.



### New Structure

The new structure has involved changed roles for some of the Heads of Department: -

- Mission Discipleship and Ministry (MDM) has become Lay and Ordained Ministry Team with Anthony Rustell as Head of Department.
- Mission and Resources has become Resources and Strategic Implementation with Jenny Hollingsworth as Head of Department
- Mission and Society has become Mission and Social Transformation with Nick Ralph as Head of Department
- The names of the Education Team and the Finance Team remain unchanged with Jeff Williams and Lisa Streeter as Heads of Department respectively.

Historically, the communications adviser was a member of Mission and Society, but the nature of the work means that it has always been closely linked to the Diocesan Secretary. Over the last 18 months the Diocesan Secretary has held the line management responsibilities for this role. This has been formalised during the process such that the Communications Adviser reports directly to the Diocesan Secretary.

The Diocesan Secretary will continue to be line managed by the Bishop of Portsmouth. On matters of policy, the Heads of Department (HoDs) will have reference to the Bishop also and this will continue to be facilitated through invitation to Bishop's Staff Meetings when appropriate and through the quarterly strategic meetings between BSM and HoDs.

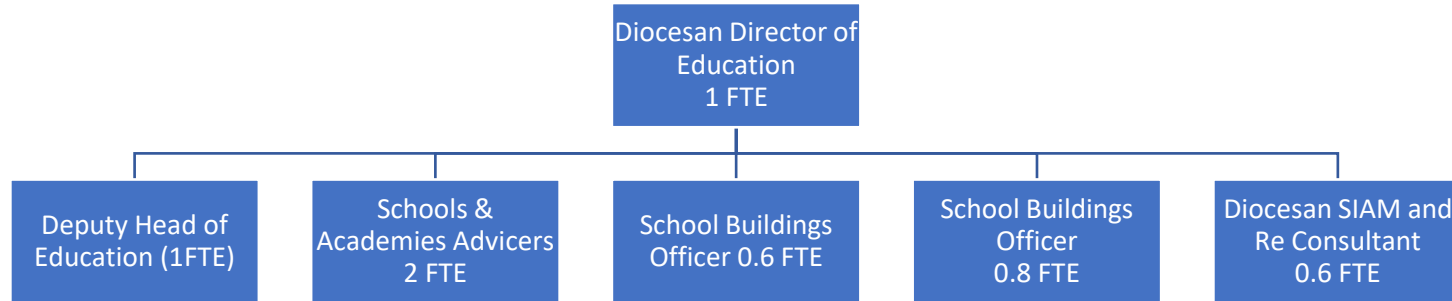
### Education

There have been changes to this team during the restructure which has involved: -

- The Governance Co-ordinator post (39 wk, term time contract) has been made redundant
- The Schools Building Assistant (0.6 FTE ) has been made redundant
- The SIAMS and RE Consultant has reduced from 1 FTE to 0.6 FTE)

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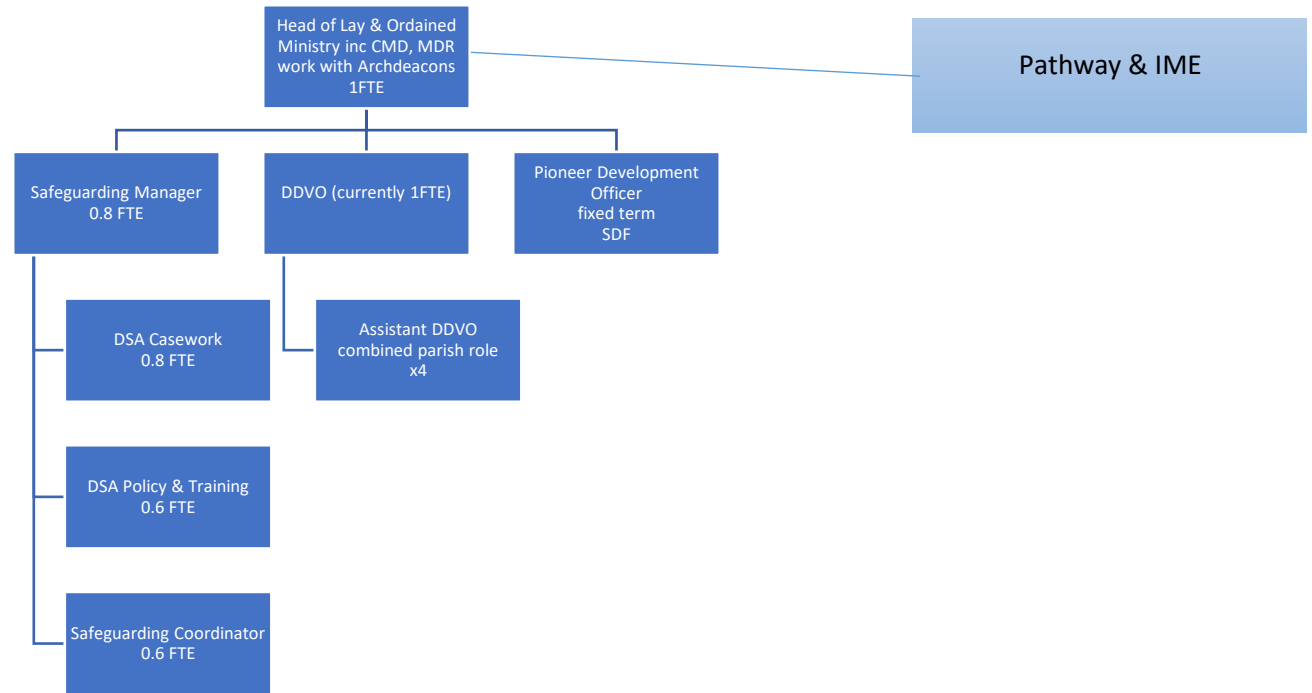
- One School Buildings Officer has reduced from 1 FTE to 0.8 FTE. This will be further reviewed in March 2021.
- Role descriptions of the remaining team members have been reviewed and updated.



## Lay &amp; Ordained Ministry Team

This team will cover all aspects relating to clergy support, training (lay and ordained) and vocations (lay and ordained). The Head of Department role would be the interaction with Archdeacons on these matters. This role is therefore designed to increase the strategic capacity of Archdeacons through support with MDRs. It now has oversight of the Safeguarding Team to increase the link of this work with training and MDRs.

The new structure is as follows:-

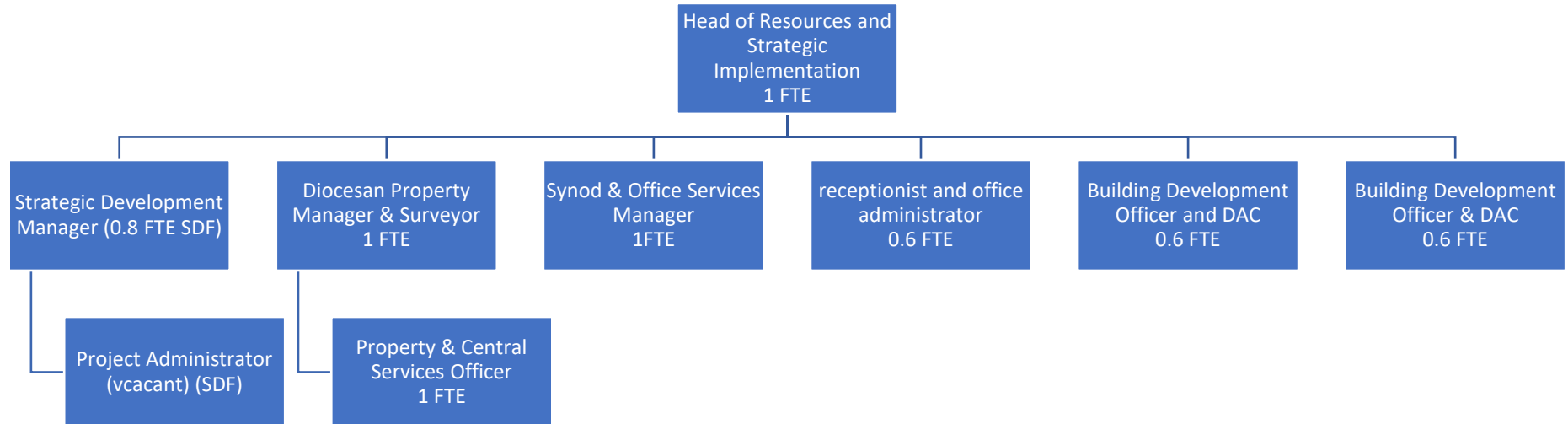


The Stewardship Adviser and Mission Development roles have moved into the Mission and Social Transformation Team and the Building Development Officers have returned to be under the Resources and Strategic Implementation Team, rather than having split line management.

The Youth and Children's Adviser has been made redundant.

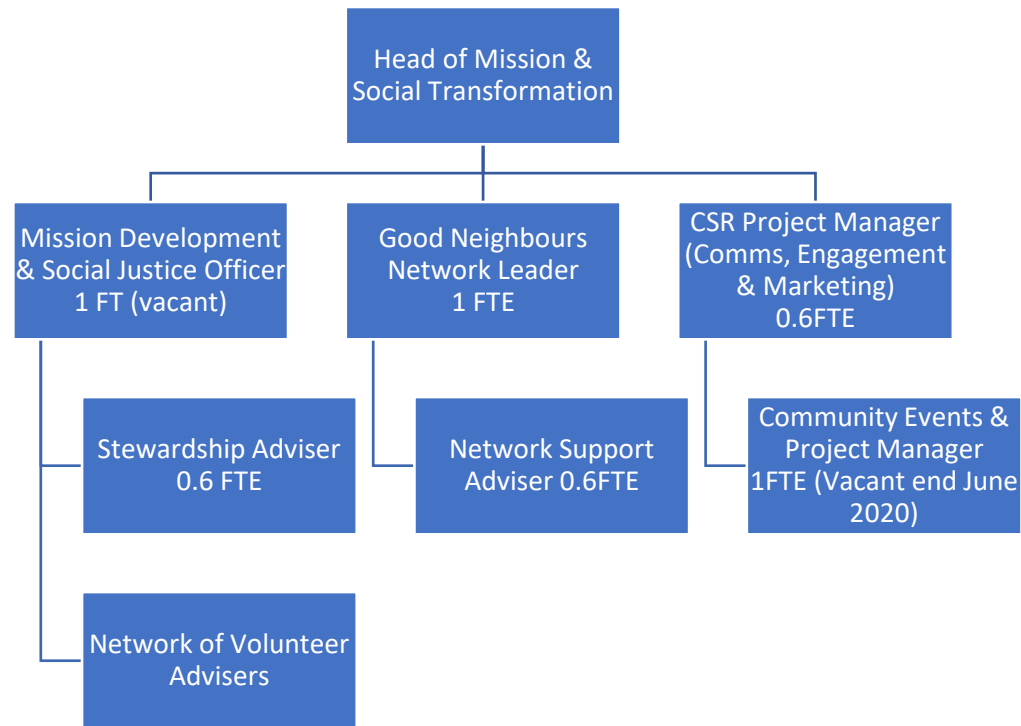
#### Resources & Strategic Implementation

This team which implements many of the statutory functions.



The changes in this team have been:-

- One Buildings Development Officer has reduced from 0.8FTE to 0.6 FTE.
- Reception and Office Administrator role has reduced from 1FTE to 0.6 FTE



As well as the departmental moves there are changes to roles:

- Stewardship Adviser has reduced to a three day per week role by removing the parish finance support element. This will be outsourced to ACAT.
- One Good Neighbours Network Adviser has been made redundant; the other is on a fixed term contract which was not renewed.

#### PA, Secretarial & Administrative Support

The administrative provision has sought to be more streamlined across departments bearing in mind the different types of support needed (including specialist process support, diary management, committee secretarial support, event support, HR implementation and general office administration). Based on the above structure the administration provision will be structured as follows:

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- PA to the Diocesan Secretary and Deputy Diocesan Secretary (1 FTE). This Job Description will include additional elements in the light of the restructure.
- PA to the Archdeacon of Isle of Wight and Area Dean – 0.6 FTE. This post has recently been filled in February having been vacant for several months.
- PA for mainland Archdeacons – 0.6FTE. This is a reduction of 0.6FTE for the mainland Archdeacons.
- PA to Lay and Ordained Ministry Team – reduced to 0.8 FTE from 1FTE
- PA for Education and Mission & Social Transformation (0.6 FTE). This is the existing PA cover for education working under an extended job description to offer support to the Head of Mission and Social Transformation also.
- Reception and General Administration – this is a reduction from 1 FTE to 0.6 FTE. The general administration element of this role will provide additional support across the teams moving forward.

## Timeframe for Implementation and Review

Most of the redundancies were implemented by the end of November and the hours reductions were implemented in the same time period. The overall savings, including currently vacant posts which will not be recruited to, are approximately £250k.

This has been a process which has taken time to consult upon through the HR process. The staff team have therefore much to adjust to in terms of new team structures and role descriptions this year. After a staff meeting in early January which gave everyone chance to understand all the changes and the reasons for them, there was a wider communication in the diocese via the E-Bulletin. The website now reflects the new structure and who is in which role.

Mid-way through 2021 it is intended that roles will be reviewed to ensure workflows are effective and to assess capacity once the team has had some time working under the new structure and role descriptions.

**Victoria James**

**Diocesan Secretary**