

WinckworthSherwood

Diocesan Registry Assistant

Department:	Ecclesiastical
Reports to:	Head of Ecclesiastical
Responsible to:	The Diocesan Registrars
Location:	Central London (Minerva House, London SE1)
Duration:	Permanent (following 6 months' probationary period)
Salary:	IRO £30-34k dependant on knowledge and experience
Hours:	9.30am – 5.30pm Monday to Friday (including 1 hour lunch break). A reasonable degree of flexibility is required in relation to the possibility of occasional evening or weekend commitments.
Leave:	Initially, 24 days (plus public holidays) per full calendar year. Leave entitlement increases with length of service. All leave must be approved by a partner.
Core Benefits: <i>(following relevant qualifying periods)</i>	(i) Private medical insurance (ii) Season ticket loan (iii) Life Assurance (iv) Group Income Protection (v) Qualifying Pension with Aegon
Flexible Benefits:	There are a range of benefits which can be purchased from an online portal, such as dental cash plan, payroll giving, health cash plan etc.
Notice:	During the first six months – one month Thereafter – three months

The role

The role of all the Registry staff is to provide administrative assistance to the Registrars of the Dioceses served by the Firm and to support the Registrars in all aspects of their statutory and wider duties.

The principal responsibilities of the Registry Assistant, working closely with colleagues, will include:

- undertaking the administrative work of the Registry in the following areas:
 - *the operation of the Faculty Jurisdiction and the Consistory Court* (e.g. processing Petitions for Faculty, giving advice on the need for a Faculty, preparing papers for the Chancellor, liaising with the Diocesan Advisory Committee for the Care of Churches, corresponding with statutory bodies and amenity societies);
 - *the ordination, licensing and institution of clergy* (e.g. liaising closely with Diocesan colleagues in Bishops' and Archdeacons' offices, preparing important legal documents within strict (and sometimes very tight) timescales, ensuring all registers are correctly updated);
 - *the statutory procedures relating to the patronage of benefices* (e.g. liaising closely with Diocesan Pastoral Secretaries and other colleagues, preparing statutory documentation and ensuring that all processes are properly followed, dealing with enquiries from parishes and corresponding with patrons);
 - *the issue of Common Licences for marriage* (e.g. carefully checking affidavits and other papers; liaising with Surrogates, parish clergy and applicants; preparing the formal document)
- developing and maintaining excellent relations with those whom the Registry serves, especially the senior clergy, officers and administrators of the Dioceses, the parish clergy and parish officers
- providing a prompt, courteous and helpful response to all those contacting the Registry
- ensuring that the highest standards of accuracy and presentation are maintained in all documentation, correspondence and other communications
- developing and enhancing skills and knowledge relevant to the role in order to facilitate improvements in the Registry service, wherever possible
- ensuring that all relevant records and filing systems are fully maintained and archived at appropriate, regular intervals
- using Registry IT systems and liaising with colleagues, the Firm's IT department and consultants to develop and improve systems further.

The person

The successful candidate will have a genuine commitment to supporting the work of the Registrars and the provision of the best possible service to our Dioceses.

He or she will be able to demonstrate a range of skills and expertise, including:

- excellent interpersonal and communication skills, in particular the ability to deal courteously and confidently with a wide range of people (including Bishops, Chancellors, Archdeacons, parish clergy, Diocesan staff, churchwardens and other parishioners, officers and staff of national amenity bodies, government departments and local authorities, and members of the public)
- administrative skills of the highest order
- computer literacy and competence with IT systems
- a professional and responsive approach
- a flexible and collaborative style of working in the context of a small, industrious team
- knowledge of the structures and workings of the Church of England (or an aptitude for acquiring it rapidly)
- ideally, at least a basic understanding of legal principles and concepts
- an enthusiasm to develop relevant knowledge and skills

Timetable

Closing date: Completed applications should be received by **midday on Monday 5th March 2018**

Interviews: Interviews are expected to be held at Minerva House shortly after the closing date. Details of availability should be included in the covering letter.

How to apply: Please send an up-to-date CV and a letter explaining your interest in, and aptitude for, this role to:

Heather Cornish
HR & Operations Manager
Winckworth Sherwood LLP
Minerva House
5 Montague Close
London
SE1 9BB
hcornish@wslaw.co.uk

The firm and ecclesiastical practice

The firm

Winckworth Sherwood is a firm of solicitors and parliamentary agents which is at the forefront of the private and public sector interface. We are committed to providing a personal, professional and competitive service, underscored by a genuine investment in and commitment to our clients' sectors. Our collaborative approach enables us to adapt to our clients' individual needs, providing them with pragmatic solutions to a whole range of requirements.

The ecclesiastical practice

Our ecclesiastical law practice is the largest in the country. Our clients include the Archbishop of Canterbury; the Anglican Consultative Council; the Dioceses of London, Chelmsford, Oxford, Southwark, Canterbury, Chichester, Rochester, St Albans and Europe; the Roman Catholic Archdiocese of Westminster and Diocese of Brentwood; and very many local parishes.

We have been advising ecclesiastical clients for more than 100 years (though none of us personally!). This gives us a depth of experience and understanding of church matters that few other legal firms can match. It is a fascinating area of legal practice that never ceases to produce the most unusual, and often complex, questions. We are sensitive to every kind of issue that church clients have to face, and that helps us to advise in a way which actively avoids problems rather than just resolving them.

Of course, the advice we give every day is not limited to canon law (indeed, few matters are so straightforward!). Our particular expertise in ecclesiastical law is combined with a complimentary understanding of property law, charity law, trust law and employment law, and especially how they all interact. We believe that the solutions we help our clients to find are only truly effective if they properly address all the relevant issues, rather than just the 'presenting symptoms'. We look at both the fine detail and the bigger picture.

From the most experienced Registrar (with over 35 years of varied ecclesiastical practice behind him) to our most recent paralegal recruit, we have a strong team with a wealth of knowledge and expertise. We are committed to providing advice to the bishops, clergy and lay people across the dioceses we serve. Many of us are actively involved in church life in the communities in which we live or worship, and a number have direct personal experience of serving on PCCs and synods (at all levels), and as charity trustees.