

Diocesan Staff – February 2021



All staff email addresses are firstname.surname@winchester.anglican.org, except where specified below

General Enquiries: 01962 737300

CHIEF EXECUTIVE'S OFFICE			
Post Title	Person in Post	Contact details	Role overview
Chief Executive	Andrew Robinson	01962 737305	<p>Shares in the strategic development, leadership and policy formation within the Diocese</p> <p>Advises on strategy, policy, procedure and resources</p> <p>Responsible for the leadership and ultimate managerial oversight of all the staff employed by the WDBF</p> <p>Corporate Government and Governance and ensuring compliance with statutory and regulatory requirements</p> <p>Principle policy adviser to the Diocesan Synod and Board of Finance. Member of Bishop's Council</p>
Diocesan Registrar	Sue de Candole (Deputies: Gavin Foster, Rachel Wilson)	01722 432390 registry@battbroadbent.co.uk	Legal Adviser to the Bishop of Winchester, Chief Executive, bishops, archdeacon, diocesan officers, incumbents and parishes in respect of the discharge of their ecclesiastical offices.
Director of Communications	Ben Frankel (Luther Pendragon)	020 7618 9197 dioceseofwinchester@luther.co.uk	<p>Leads on communications</p> <p>Provides strategic communications advice to the Bishop of Winchester, Bishop's Staff Team and the Diocesan Leadership Team</p>

			<p>Manages the media team at Luther Pendragon and coordinating activity with WDBF staff members with additional communications responsibilities for internal channels</p> <p>Provides parishes, clergy and staff with communications support in promoting positive activities and responding to crisis situations</p> <p>Running the Diocesan Media Team and press office functions at Luther Pendragon</p>
Executive PA to the Chief Executive	Jo Waller	01962 737305	<p>Supports the Chief Executive by proactively undertaking a range of executive and personal assistant tasks</p> <p>Administrative support for the Strategic Safeguarding Panel, Diocesan Resilience Taskforce, Winchester Social Enterprise Board, Strategic Programme Board and Communications Strategy Group.</p>

The following roles have been discontinued. Some business critical work from these roles has been reallocated to other members of staff:

- Archdeacon for Mission Development
- Archdeacon of Bournemouth
- PA to the Archdeacons
- Head of Resource Development
- Digital Content Creator

EDUCATION (shared with the Diocese of Portsmouth)			
Post Title	Person in Post	Contact details	Role overview
Director of Education	Jeff Williams	02392 899680 jeff.williams@portsmouth.anglican.org	<p>Leads the Education team and oversees all of its work with schools, academies and Further & Higher education.</p> <p>Works alongside and advises the Bishop of Winchester and the Bishop of Portsmouth, and the Diocesan Board of Education in the formation of strategy and all aspects of education policy.</p>
Deputy Director of Education	Rob Sanders	02392 899658 robert.sanders@portsmouth.anglican.org	<p>Manages the day to day organisation and related work of the office-based Education Team</p> <p>Supports the Director of Education in monitoring and ensuring efficiency across the team's work and with advising on diocesan vision and strategy for education</p> <p>Takes the lead on school admissions and related policy and procedure</p> <p>Takes the lead on legal matters related to the schools buildings estate</p>
Diocesan Education Advisor	Richard Wharton	07738 032962 richard.wharton@portsmouth.anglican.org	<p>Leads on support for schools and parishes on the development of church school Christian distinctiveness and values, collective worship, spirituality & SIAMS</p> <p>Offers training for governors on headteacher appointments and support schools in the process, and support schools and parishes on general pastoral issues</p>
Diocesan Education Advisor	Sue Bowen	07825 509074 sue.bowen@portsmouth.anglican.org	<p>Leads on support for schools and parishes on the development of church school Christian distinctiveness and values, collective worship, spirituality & SIAMS</p> <p>Offers training for governors on headteacher appointments and support schools in the process, and support schools and parishes on general pastoral issues</p>

Diocesan RE & Children's Spirituality Lead	Jane Kelly	02392 899679 jane.kelly@portsmouth.anglican.org	Takes the lead on all aspects of Religious Education (RE). Supports schools and parishes in all aspects of developing Children's spiritual development and supports CofE representatives on the SACREs across the region
PA to DDE	Sam Powell	02392 899680 sam.powell@portsmouth.anglican.org	Provides all aspects of administrative support to the Director of Education and supports the work of the Education Team Provides support to the Director of Mission and Transformation (Portsmouth)
School Buildings Officer	Tracy Dawkins	02392 899681 tracy.dawkins@portsmouth.anglican.org	Supports Voluntary Aided schools in relation to building issues and government-funded building projects. Advises on the building of new Church Schools.
School Buildings Officer	Barbara Millett	02392 899688 barbara.millett@portsmouth.anglican.org	Supports Voluntary Aided schools in relation to building issues and government-funded building projects. Advises on the building of new Church Schools.
Interim PWDAT CEO	Fiona Perkins	02392 899682 fiona.perkins@portsmouth.anglican.org	Coordinates strategic aspects of the work of the Portsmouth & Winchester Diocesan Academy Trust (PWDAT) & works with PWDAT academies on school improvement priorities, & in supporting PWDAT academies' local governing bodies on a range of matters.
PWDAT Academies Finance Assistant	Neil Carroll	02392 899689 neil.carroll@portsmouth.anglican.org	Provides support with all financial aspects of the PWDAT's work.

The following roles have been discontinued. Some business critical work from these roles has been reallocated to other members of staff:

School Governance Advisor

School Buildings Assistant

One Schools Buildings Officer post has reduced from 5 days down to 4 days

FINANCE (shared with the Diocese of Portsmouth) – general finance queries for Winchester to be sent to: finance@winchester.anglican.org			
Post Title	Person in Post	Contact Details	Role overview
Director of Finance	Lisa Streeter	01962 737331	Principal adviser to the Chief Executive of Winchester and the Diocesan Secretary of Portsmouth, their respective Boards of Finance on financial strategy and financial planning
Department Assistant	Vacant	N/A	Provides full administrative support to the Finance Director and the shared finance team.
Finance Assistant – General	Catrin Bucknall	01962 737334	Raises sales invoices and daily bank reconciliations
Finance Assistant - General	Phil Lord	01962 737335	Accounts payable processor Administrator for trust payments.
Finance Assistant – General (Portsmouth)	Elaine Allman	02392 899667 elaine.allman@portsmouth.anglican.org	Carries out those routine finance functions relating to the Portsmouth Diocese for accounts payable and banking requirements
Finance Assistant – Payroll	Amanda Bawn	01962 737332	Responsible for all matters relating to staff and clergy payroll across the Dioceses of Portsmouth and Winchester
Deputy Director of Finance	Sarah Bradbury	01962 737333	Provides full accountancy and financial control services to the Portsmouth and Winchester Diocesan Boards of Finance
Finance Officer	Yvette Hoyland	02392 899683 yvette.hoyland@portsmouth.anglican.org	Oversees the finance assistants, the CCLA portfolio, and preparation of management accounts for Portsmouth and Winchester Diocesan Boards of Finance. Responsible for the school's ledgers
Finance Project Accountant	Lynn Madondo	01962 737341	Project delivery for internal financial projects. Responsible for all WSE payments and generation of income statements. Administrator for trust payments.

HUMAN RESOURCES AND SAFEGUARDING			
Post Title	Person in Post	Contact details	Role overview
Director of Human Resources	Susan Beckett	01962 737355	Leads a team of specialised professionals, providing expertise in the form of advice, support and training for 3 main, heavily regularised, areas: <ul style="list-style-type: none"> • Human Resources (including HR services for Clergy under Common and Freehold (Ecclesiastical Office Holders) and Lay Staff (Employees) and a provision of HR support for Parishes, as well as running the clergy vacancy and appointments process) • Safeguarding • Compliance and Resolution Processes (running complaints processes, responding to subject access reports, investigation processes linked to disciplinary (employment) and other such actions, as well as, GDPR (currently shared with Director of Operations).
Clergy Appointments Assistant (Job share)	Emma White Rhiannon Balme	01962 897082 01962 897081	Supports the Director of HR with the delivery of vacancy and appointment/recruitment processes for clergy and employees.
Deputy Director of Human Resources	Paul Gelman	01962 737352	Supports the Director of HR with day to day management of HR, Safeguarding and Compliance & Resolution processes (GDPR, subject access requests, complaints taken to the Information Commissioners Office)
HR Consultant	Phil Garrard	phil.garrard@btinternet.com	Fully qualified and experienced HR Consultant retained to support Parishes with HR advice
Operations Manager	Cathy Laird	01962 737307	Works closely with the Director of HR and Director of Operations to provide proactive operational and project management support to both – see Parish Support section for further details
Safeguarding Administrator	Michelle Pride	01962 737318	Supports the Diocesan Safeguarding Manager with implementation of policies and procedures, the maintenance of casework documentation and content management for the safeguarding webpages

			Administrative support to the Diocesan Safeguarding Team and Safeguarding Case Work and Training Panels.
Safeguarding Administrator	Siona Jeffery	01962 737347	Provides administrative and clerical support to the Safeguarding Team focusing on DBS Provides advice on DBS to parishes and WDBF Operates the Safeguarding Registry
Safeguarding Manager	Jackie Rowlands	01962 737317 safeguarding@winchester.anglican.org	Responsible for advising on the creation, development and delivery of a safeguarding strategy across all aspects of the work and ministry of the Diocese of Winchester. Fulfil the role of Diocesan Safeguarding Adviser. Oversees the daily management of the Safeguarding function, coordinating consultants, partners and parish volunteers in their delivery of services and support
Safeguarding Trainer and Adviser	Natasha Nield	01962 737322	Works closely with the Safeguarding Manager in the development, design and delivery of the diocesan safeguarding training in line with the Church of England policy, procedures and standards Manages some casework/carries out investigations as required.

The following roles have been discontinued. Some business critical work from these roles has been reallocated to other members of staff:

HR Officer
Chaplain to the Deaf and Hard of Hearing
Safeguarding Case Consultant

IT – shared with the Diocese of Portsmouth and the Diocese of Guildford			
Post Title	Person in Post	Contact details	Role overview
IT Service Contract Manager (Guildford, Portsmouth and Winchester)	Matthew Jay	01483 790359 matthew.jay@cofeguildford.org.uk	To manage and be accountable for the day to day contractual, commercial and service management aspects of third party IT technology service contracts across the Diocese of Winchester, the Diocese of Portsmouth and the Diocese of Guildford (The Consortium).
IT Support Analyst	David Marles	01962 737309	Working within the Transputec service wrapper, manage the day-to-day 2nd and 3rd line IT support across the Consortium. This includes hardware, operating systems, applications, peripherals, printing and network connectivity

PARISH SUPPORT			
Post Title	Person in Post	Contact details	Role overview
Director of Operations	Colin Harbidge	01962 737307	<p>Manages the daily operations of the diocesan central services and the diocesan governance structures.</p> <p>Oversees the management of the diocesan property portfolio</p> <p>Manages the Common Mission Fund process.</p> <p>Provides an internal consultancy service to PCCs on governance, strategy and financial management</p> <p>Leads a range of annual training events and presentations to clergy, churchwardens, treasurers, PCC members and Deanery Synods as required</p> <p>With the Director of HR, acts as Compliance Manager for the WDBF, addressing issues of GDPR, H&S and the Complaints procedure</p> <p>Supports the work of the Diocesan Environment Group</p> <p>Oversees income generation through Common Mission Fund, property rental, parochial fees, land/development opportunities and fundraising activities</p>
Church Buildings Officer	Sarah Feltham	01962 737306	<p>Supports the DAC Secretary in the operations of meetings of the DAC, advising parishes and clergy in faculty jurisdiction, and acting as first point of contact for general enquiries relating to the care of church buildings.</p>
DAC Secretary	Richard Streatfield	01962 737308	<p>Undertakes the role of Secretary to the Diocesan Advisory Committee for the Care of Churches, advising and assisting parishes in the role of caring for church buildings and churchyards and navigating Faculty Jurisdiction.</p> <p>Manages the cycle of Quinquennial Inspections and Parochial Visitations.</p>

Generous Giving Promoter	Vacant		<p>Promotes stewardship and income generation across the parishes, clergy and worshipping communities of the diocese.</p> <p>Advise clergy and parishes on digital giving systems and initiatives.</p>
Houses Assistant - Finance	Sharon Gomer	01962 737312	Provides support to clergy and tenants in the care and maintenance of the WDBF's portfolio of 240 houses
Houses Assistant - Moves	Katie Howlett	01962 737329	Provides support to clergy and tenants in the care and maintenance of the WDBF's portfolio of 240 houses. Liaison with removal firms to organise all clergy moves.
Houses Co-ordinator	Rosie Sanderson	01962 737328	<p>Manages the daily processes and operations of the Houses Team.</p> <p>Reviews and assesses works requests and quotes.</p> <p>Carries out pre and post vacancy property visits – assessing maintenance and development needs at clergy houses in line with policy.</p> <p>Oversees the rental of vacant diocesan properties.</p>
Operations Manager	Cathy Laird	01962 737307	<p>Works with the Director of HR and Director of Operations to provide proactive operational and project management support to both.</p> <p>Oversees daily operations in the diocesan office.</p> <p>Provides administrative support for Bishop's Council, Diocesan Synod, Triennial Diocesan Synod Conference and Deanery Finance Chairs Forum.</p> <p>Supports the Director of Operations with the management of Common Mission Fund.</p>
Parish Support Adviser & Pastoral Secretary	Jayne Tarry	01962 737348	Provides support and advice to clergy and Parochial Officers on their statutory responsibilities and the daily operations of their parish, identifying and providing required training, sharing best practice, and preparing formal guidance as required.

			<p>Fulfils the functions of Secretary to the Diocesan Mission & Pastoral Committee (and its sub-committees), processing pastoral schemes, suspensions and consultations.</p> <p>Under delegation from the Director of Operations, acts as Presiding Officer and Diocesan Electoral Roll Officer for the purposes of all Synodical and Committee elections.</p> <p>Runs the annual parochial officers training program for churchwardens, treasures, parish administrator and PCC members</p> <p>Provides comprehensive support to PCCs on applying for grants and preparing funding applications</p> <p>Oversees the operations of the Clerical Registry</p>
Parish Support Administrator	Angela Brown	01962 737302	<p>Provides administrative support to the Parish Support Team with a focus on office/central services.</p> <p>Acts as the point of contact for all general enquiries, signposting people to relevant information and guidance</p> <p>Manages the Clerical Registry</p>
Pastoral Planning Administrator	Vacant		<p>Supports the Parish Support Adviser & Pastoral Secretary in carrying out all the functions associated with the operations of the Mission & Pastoral Committees</p> <p>Undertakes all statutory consultation processes required under the Pastoral & Mission Measure and briefs the Pastoral Secretary of responses</p> <p>Supports meetings of the Joint Archdeaconry Mission Pastoral Committee</p>

Property Business Manager	Vacant		<p>Reviews all property holdings, including land, houses etc</p> <p>Identifies sites for development, sale etc</p> <p>Manages all house, land and site purchases</p>
Property Development Officer	Rolf Hawkins	01962 737326	<p>Supports the Director of Operations in the management and development of the Diocesan property portfolio</p> <p>Provides advice and support to PCCs in the management of their property holdings</p> <p>Provides advice to the DBF and PCCs on planning issues and legislation</p>
Stewardship & Resources Adviser	Luke Maundrell	01962 737323	<p>Promotes the concept of good Stewardship across the parishes, clergy and worshipping communities of the diocese</p> <p>Provides proactive support and advice to clergy, parishes and volunteers on the theology of giving and the systems, tools and resources for encouraging generosity</p> <p>Supports parish volunteers in meeting their responsibilities in the areas of financial management</p> <p>Manages the Online Parish Returns process (stats for Mission & Finance Returns)</p> <p>Supports PCCs with Parochial Fees</p>

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Receptionist

Parish Support Team Assistant

Diocesan Environment Officer

Property Manager

Clerical Registry Coordinator

SCHOOL OF MISSION			
Post Title	Person in Post	Contact Details	Role Overview
Director of Ministry	Mark Collinson	01962 710985	<p>Leads the Winchester School of Mission (WSM) staff, associate tutors and WSM associates</p> <p>Develops a discipleship programme, workforce plan and deployment strategy for ministry</p> <p>Supports the work of student evangelism in FE & HE</p> <p>Supports the Suffragans with mission & ministry within benefices</p> <p>Supports the Suffragans with new mission communities, chaplaincies, pioneer posts, social engagement projects and companion link initiatives</p>
Church Growth Missioner	Phil Dykes	01962 710973	<p>Supports people in discipleship and ministry: provides theological training in church growth, church planting, fresh expressions, discipleship, and ministry</p> <p>Provides and supports the work of mission action planning at parish and deanery level and to encourage new discipleship and mission initiatives</p>
Dean of Licensed Ministry Training and Vice Principal of the School of Mission	Marcus Throup	01962 710984	To devise, develop and deliver a comprehensive strategy to train lay and ordained ministry across the Diocese of Winchester for licensed and authorised ministry, as a delivery centre of the South Central Theological Education Institution, and to support the Director of Ministry in overseeing the Winchester School of Mission
LMT Academic Co-ordinator	Betty Hayes	01962 710982	Manages the processes and plans the delivery of the academic and formation programmes of the Licensed Ministry Training
LMT Training Co-ordinator	Amy Roche	01962 710986	Helps to organise, lead and deliver the LMT ministry training and development programmes

Mission Trainer	Vacant		Responsible for coordinating and expanding a team of volunteers (WSM Associates), who, together with WSM staff will deliver training for mission action planning, continuing development training for those commissioned under the Bishop's Commission for Mission (BCM), delivering existing training streams and developing new streams under BCM, Initial Ministerial Education Phase 2 (curates), Continuing Ministerial Development
Pastoral Support Co-ordinator	Faith Bailey	01962 710974	Arranges and supports students on their placements, theological reflection and formation and to be a pastoral support for students throughout their time at the Winchester School of Mission
Team Administrator	Frances Ter Haar	01962 710981	Administrative support for LMT and also for IME phase 2 training/Transitions in Ministry Training
Team Administrator	Lynda Mumford	01962 710983	Administrative support for the vocations team including BAP paperwork and ordinands finance
Team Administrator	Wendy Atkinson	01962 710958	Administrative support to members of the Winchester School of Mission, with a particular focus on supporting ministry for authorised and commissioned training Supports the Mission Trainer Administrative support for the Thy Kingdom Come project and for promotion and development of parish and deanery maps.
Vocations Adviser and DDO	Angi Nutt	01962 710971	Calling people to discipleship and ministry: Oversees the discernment process for formation for licensed ministry, lay and ordained, up to licensing, and the calling for all disciples to serve the common good

The following roles have been discontinued. Some business critical work from these roles has been reallocated to other members of staff:

Youth Discipleship Enabler

Assistant Diocesan DDO & IME Phase 2 Adviser

PA to the Canon Principal

Fellow of Mission

SENIOR STAFF SUPPORT TEAM			
Post Title	Person in Post	Contact details	Role overview
Bishop's Chaplain and Chief of Staff (and In-house Solicitor for the DBF)	Mat Phipps	01962 897088	Adviser to the Bishop of Winchester and Manager of the Senior Staff Support Team Data protection officer for the bishop's office Liturgical chaplain to the bishop in the cathedral and elsewhere; reviews liturgy for episcopal services
Administrative Assistant	Vacant		Supports the suffragan bishops and archdeacon in key processes and record-keeping Leads record-keeping for lay-minister files
Administrative Assistant to the Bishop of Winchester	Rhiannon Balme	01962 897081	Supports the diocesan bishop in key processes and record-keeping Leads record-keeping for clergy files Administrator of PTO application process
Executive Assistant	Sue Pakenham-Walsh	01962 737330	Provides support to the suffragan bishops and archdeacon through diary and correspondence management and with portfolio responsibilities
Executive Assistant	Tim Littlewood	01962 737315	Provides support to the suffragan bishops and archdeacon through diary and correspondence management and with portfolio responsibilities
Internal and Digital Communications Manager	Jess Littlewood	01962 737325	Manages digital communications and social media, oversees diocesan publishing and mailings Co-ordinates the network of parish website editors and social media groups Development of website and content

PA to the Bishop of Winchester	Jane Hammond	01962 897080	Provides personal support to the diocesan bishop through diary and correspondence management and with portfolio responsibilities
Public Affairs Officer	Madeleine Hayden	01962 897084	Supports the diocesan bishop's parliamentary work, social engagement and public affairs portfolios Facilitates bishop's engagement with the House of Lords, national HE/FE portfolio and charity patronage

STRATEGIC DEVELOPMENT			
Post Title	Person in Post	Contact details	Role overview
Director of Strategic Development	Mark Lowman	01962 737354	<p>Responsible for development and ongoing management of strategic programmes</p> <p>Develops funding applications to the Strategic Development Fund and manages income and expenditure against programme outcomes</p> <p>Supports Suffragan bishops in managing change within strategic programmes</p>
Community Development Enabler	Jen Sissons	01962 737351	<p>Plans church social action projects and coordinates project participants within strategic programmes</p> <p>Provides training in social action and community development methodologies within strategic programmes</p>
Project Manager	Jon Whale	01962 737304	Supports project planning, coordinates project participants and monitors project delivery within strategic programmes
Project Officer	Siobahn Cole	01962 737324	<p>Responsible for project coordination and administration of the Programme Management Office.</p> <p>Provides first point of contact for administrative issues within strategic programmes</p>
Senior Project Manager	Steve Hill	01962 737313	<p>Responsible for project planning, coordinating project participants and monitoring project delivery within strategic programmes.</p> <p>Leads on complex projects and contract management within strategic programmes</p> <p>Provides point of reference for advice on project management issues within strategic programmes</p>

WINCHESTER SOCIAL ENTERPRISE			
Post Title	Person in Post	Contact details	Role overview
Director of Social Enterprise and Engagement	Nick Ralph	07828 522600 nick.ralph@w-se.org.uk	To develop a portfolio of socially enterprising activities. To develop support and training for social enterprise approaches for parishes. To develop a support network for parish-based social entrepreneurs Assists parishes/clusters/deaneries to develop their own ideas for income generating social enterprises that contribute to their own mission and sustainability and the common good
Launchpad Operations Manager	Liz McCarthy	opsmanager@launchpads.org.uk	Supports Launchpad setting managers, with marketing, admin, finance, Ofsted, HCC, and assists with expansion including identifying and project managing new settings.
Manager: Launchpad: Barton Stacey	Jo Parker	manager@bartonstacey.launchpads.org.uk	Manages a 24 place pre-school in ex Children's Centre on school site
Manager: Launchpad: Boldre	Abby Keightley-Hanson	manager@boldre.launchpads.org.uk	Manages a 24 place pre-school in new Yurt on school site
Manager: Launchpad: Appleshaw	Gemma Cosgrave	manager@appleshaw.launchpads.org.uk	Manages a 24 place pre-school in a village hall

The following roles have been discontinued. Some business critical work from these roles has been reallocated to other members of staff:
Launchpad Co-ordinator