



Racial Justice Officer

Appointment Pack
November 2025



Thank you for your interest in the role of Racial Justice Officer.

This is an exciting time to be participating in God's mission across the Diocese. Our vision is to be a diocese Living God's Love with generosity, joy, imagination and courage. The Diocese of St Albans affirms the Church of England's national commitment, set out in *From Lament to Action* (2021), to become an actively anti-racist Church. This role is offered in partnership with the national church Racial Justice Unit, which has provided funding for three years for the post and racial justice work in the diocese

As part of our work in this area we are looking for someone who will be able to use their skills in communication, leadership and training to help ensure that diocesan life, leadership, and culture reflect that national vision—embedding racial justice as a gospel imperative across policy, training, and practice. The post holder will work as part of a committed and talented group of colleagues within the Mission and Ministry Department.

If you would like an informal conversation to help you in considering your application please contact The Revd Dr Dan Drew, Assistant Director of Mission and Ministry (GYMD) to arrange this - dan.drew@stalbandsdiocese.org.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'David White'.

David White
Diocesan Secretary

THE MISSION AND MINISTRY TEAM

The Mission and Ministry Department covers a significant and broad spectrum of work encouraging, enabling and resourcing discipleship and vocations, a vibrant mixed ecology of church, clergy wellbeing and development, lay training and local contextual mission action plans. In all of this we are working to enable people in every place in the diocese to glimpse the good news of Jesus and be released and empowered in their discipleship and calling.

The Department is led by Tim Lomax as Director of Mission and Ministry.

The department is organised into three key teams:

1. Flourishing Churches Team – Led by Kate Lomax, Church Growth Officer
2. Ministry Development Team – Led by Mark Rodel, Deputy Director of Mission and Ministry
3. Growing Younger and More Diverse Team – Led by Daniel Drew, Assistant Director of Mission and Ministry (GYMD)

All our teams work collaboratively and are governed by the Board for Mission and Ministry.

The Growing Younger and More Diverse (GYMD) priority seeks to increase the number of children, young people, and young adults in our churches and to grow and develop representative leadership across all protected characteristics. As a key driver of systemic and sustained change, the GYMD team supports the development of a Church that reflects the diverse communities it serves at every level of leadership and ministry.

The Racial Justice Action Group is at the heart of the Diocese's commitment to advancing the participation of those of Global Majority Heritage/UK Minority Ethnic Heritage in making sure that their voice is fully heard; to becoming a consciously inclusive Diocese that fully reflects the diversity of its population; and to ensuring that clergy and laity of any background can minister anywhere in the Diocese without discrimination or hindrance.

At the centre of the diocesan RJAG's work is the [Racial Justice Charter](#) agreed in 2020. A [Three-Year Action Plan](#) (including monitoring) was established at the beginning of 2022 and affirmed at the Diocesan Synod in March of that year.

Job Description

Job Title:	Racial Justice Officer
Department:	Mission and Ministry
Line Manager:	Assistant Director of Mission and Ministry
Reviewed By:	Diocesan Secretary and Chair of RJAG
Date:	Autumn 2025

Job Profile

Purpose of the Role

The Diocese of St Albans affirms the Church of England's national commitment, set out in *From Lament to Action* (2021), to become an actively anti-racist Church. In partnership with the National Racial Justice Unit, this role will help ensure that diocesan life, leadership, and culture reflect that national vision—embedding racial justice as a gospel imperative across policy, training, and practice.

Racial justice is a key component of our prayerful and active ministry in support of flourishing disciples and churches of Christ. To enable this, we wish to put in place a coordinated programme over 2025–2028 to raise awareness and provide training across the Diocese of St Albans in racial justice matters. Therefore, the purpose of the role of Diocesan Racial Justice Officer is to:

- Further develop the work of the Racial Justice Action Group to ensure capacity and capability for ongoing leadership in racial justice.
- Oversee a comprehensive audit of racial justice across diocesan activities, structures, policies, and culture, which may be conducted internally or by external consultants, identifying strengths and areas for development.
- Create a diocesan programme of activities and a suite of resources to support this work.
- Provide training and awareness opportunities for lay ministers, curates in training, young people and young adults.
- Support the alignment of diocesan work, governance and resources with racial justice priorities.
- Contribute to the work of the Growing Younger and More Diverse team.
- Oversee, in partnership with the Assistant Director of Mission and Ministry, small grants directed at initiatives to challenge racial injustice and to develop leaders from Global Majority Heritage backgrounds.
- Work in partnership with the Diocesan Education Team to advise on racial justice work in schools, as well as on the work of The Alban Way.

Decision Making and Authority

The role holder is responsible for delivering the Racial Justice Training and Awareness Programme in collaboration with the Racial Justice Action Group, the Mission and Ministry Department and the Growing Younger and More Diverse Board. They will also attend the Board

for Mission and Ministry as an Officer in Attendance to support alignment, accountability and timely decision-making.

Programme work will relate to and align with the work of the Growing Younger and More Diverse diocesan priority, as set out in the Mission and Ministry Workplan and supported by the Growing Younger and More Diverse team.

Decisions are to be made collaboratively with diocesan colleagues and partner agencies regarding training and learning opportunities. "Partner agencies" includes national and local organisations with recognised racial-justice expertise (including people with lived experience of racism), as well as networks aligned with the Growing Younger and More Diverse vision.

The role holder is responsible for the budget pertaining to the Racial Justice Training and Awareness Programme and has authority to determine how this budget is spent. This includes responsibility for managing small grants aimed at initiatives challenging racial injustice and developing Global Majority Heritage leadership.

Guidance and Direction

The role involves significant independence in developing and delivering the Racial Justice Training and Awareness Programme. Major changes to existing training pathways or new initiatives require approval from the Board for Mission & Ministry and Bishop's Staff.

Guidance and support will be provided by the Mission and Ministry Core Leadership Team.

The role is largely proactive, with the role holder implementing planned work. The role holder may seek guidance from the Assistant Director of Mission and Ministry, the Director of Mission and Ministry, or, where appropriate, the Archdeacons, Bishops, or their offices.

The role is part of the Growing Younger and More Diverse Team within the Mission and Ministry Department, which will line manage the post.

Key Relationships and Context

The role holder:

- Collaborates with the National Racial Justice Unit and appropriate Church of England networks to align diocesan work with national frameworks and good practice.
- Is the diocese's key lead for racial justice training and awareness and is supported by and accountable to the Racial Justice Action Group and the Board for Mission and Ministry.
- Is a key member of the Department for Mission & Ministry, collaborating with colleagues for fruitful cross-pollination across workstreams. As such, the role holder attends and contributes to monthly Mission and Ministry Department meetings, Growing Younger and More Diverse team meetings, and Diocesan Staff Meetings.
- Attends Bishop's Staff Meetings, vocational meetings, Diocesan Synod, and Bishop's Council, as required.
- Links closely with the Assistant Director of Mission and Ministry as the role holder's line manager.
- Collaborates as appropriate with the Diocesan Education Team in support of racial justice in church schools and the work of The Alban Way.

Pressure and Working Environment

The role is partly desk-based, with hybrid working between home and an open-plan office at Holywell Lodge, and partly involves interaction through meetings, teaching, training, and responding to enquiries.

There are deadlines for plans, reports, and preparation required for teaching, training, and meetings.

Duties and Key Responsibilities

- Lead on the work of the Diocesan Racial Justice Action Group and deliver the 2025–2028 Racial Justice Awareness and Training Programme.
- Oversee a comprehensive audit of racial justice within the Diocese, assessing current provision, policies, practices, and culture, whether conducted internally or with external expertise, and produce recommendations for action.
- Design and implement a coordinated diocesan programme of activities for racial justice.
- Develop a suite of resources to support racial justice initiatives.
- Provide training and awareness opportunities for the whole diocesan community – clergy, lay ministers, curates in training, continuing ministerial education, church officers, volunteers and people of all ages.
- Support the alignment of diocesan vision, work, resources, and governance with racial justice priorities.
- Collaborate with diocesan colleagues, partner agencies, and the Growing Younger and More Diverse team on racial justice initiatives.
- Work in partnership with the Diocesan Education Team to advise on racial justice work in schools, as well as on the work of The Alban Way.
- Attend, contribute to, and report at Board for Mission and Ministry meetings, Mission and Ministry Department meetings, Growing Younger and More Diverse team meetings, and Diocesan Staff Meetings.
- Attend Bishop's Staff Meetings, vocational meetings, Diocesan Synod, and Bishop's Council meetings, as needed.
- Oversee, in partnership with the Assistant Director of Mission and Ministry, small grants directed at initiatives to challenge racial injustice and to develop leaders from Global Majority Heritage backgrounds.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Sexual Harassment Prevention
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Experience and Skills

A person educated to degree level or higher, with significant experience of working within or alongside churches, who is skilled in communication, leadership, and delivering training, and who is:

- A collaborator, able to form productive working relationships with a variety of stakeholders, and to work well in teams.
- Able to speak truth to the people of the church, bringing challenge and encouragement with kindness and humility.
- Able to deliver engaging teaching and training and shape transformational ministry training courses.
- Informed by a thorough theological and practical understanding of racial justice.
- Energised by their appreciation of all theological and liturgical traditions for the mutual flourishing of all.
- Creative in developing and overseeing training, initiatives, and resources.
- Experienced in facilitating adult formation and learning.
- Committed to the lifelong learning and formation of all God's people for the whole mission of God.
- Inspiring in their presentation style and clear in their written communication skills.
- Personally dedicated to maximising diversity and inclusion.
- Understanding of and fully committed to safeguarding and creating a safer culture within the whole Church.
- IT competent to enable the creation of documents, teaching via Zoom/Teams, and communication via email.
- Understanding of and sympathy with the life and work of the Church of England

We are committed to building a diverse and inclusive team. We particularly welcome applications from individuals from Global Majority Heritage backgrounds, who are currently underrepresented in our diocesan staff. Appointments will always be made on merit.

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total parish electoral roll number is approximately 22,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 380 churches and more than 300 clergy (of whom more than 250 are stipendiary). There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy, imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 136 church schools and academies in the diocese. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. This work is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

- Salary:** In the range £51,500 – £53,500 per annum.
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a full time position of 35 hours per week. Normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given.
- Holidays:** Annual leave entitlement is 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a fixed term position of three years' duration. Following a six months' probationary period, the notice period will be three months.
- Place of Work:** The post is based primarily at the Diocesan Office, with some home working. Attendance at the Diocesan Office is expected for a minimum of two days per week.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
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To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form to the Diocesan Secretary (details below):

Closing date: **Wednesday 26 November 2025, 12 noon**
Interviews: **4th or 5th December 2025, in St Albans**

Submit via email: HR@stalbandsdiocese.org

or by post to:

David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.