

Job Description

Governance and Executive Support Officer

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include support for local mission and ministry, finance, GDPR and data, communications, and safeguarding services.

The Executive Secretariat supports the Diocesan Secretary (Chief Executive) and Director of Finance with their responsibilities to ensure good governance and effective leadership of the charity in compliance with ecclesiastical and charity law, and good practice.

The post is in support of the Diocesan Secretary (Chief Executive) who is the Secretary to the Diocesan Synod and Secretary of the Bishop's Council, and this role will support those functions in all aspects.

Purpose of the role

To provide confidential, proactive and efficient support for the Diocesan Secretary (Chief Executive) in the delivery and continuous development of good governance and executive support for the Norwich Diocesan Board of Finance.

Key working relationships

Line manager	Diocesan Secretary (Chief Executive)
Positions managed	None
Internal	PA to the Diocesan Secretary and Director of Finance Parish Support Team Colleagues Members of the Senior Leadership Team Diocesan Registrar and Diocesan Chancellor
External	Bishops of Norwich, Lynn & Thetford and their PAs Archdeacons of Norwich, Norfolk and Lynn Clergy and laity of the Diocese Governance leads in other dioceses

Main duties and responsibilities

Governance support

- Act as the lead officer for governance support.
- Support the practical and administrative requirements of governance meetings, especially in relation to Diocesan Synod, Bishop's Council of Trustees and Governance Committee, including assembling agenda packs and taking minutes.
- Oversee the flow of governance activity, monitoring and advising on the consideration of matters to best ensure efficient use of time and effective decision making in pursuit of the organisation's charitable objects.
- Provide administrative support to the Diocesan Secretary in their role as Company Secretary including Companies House updates, annual returns and director information.
- Support the development and communications of schedules for future governance meetings.
- Keep accurate and up to date records of governance related information, such as signed minutes.
- Keep an up-to-date knowledge of governance good practice, particularly in relation to the Charity Commission and Church of England, including the Church Representation Rules.
- In consultation with the Diocesan Secretary, deal with general correspondence concerning the business of the Diocesan Synod and Bishop's Council of Trustees.
- Oversee the co-ordination of governance induction, training and development activity.
- Monitor governance standing orders, delegated authorities and terms of reference, ensuring they continue to meet the needs of the organisation.
- Update and maintain governance related data to maximise the accuracy of the diocesan database.

Executive support

- Monitor the organisational policy framework and co-ordinate the process for timely review of policies.
- Co-ordinate work to maintain the organisational risk register and support the Director of Finance with reporting to relevant committees.
- Build and maintain good relationships with Governance support leads in other dioceses.
- Provide cover for the PA to Diocesan Secretary and Director of Finance when required for the effective running of the Executive Secretariat.

Governance representation and elections

- Act as the lead officer for diocesan elections.
- Advise the Bishop's Council of Trustees on elected parochial lay representation on Deanery Synods, and issue guidance to Parochial Church Council Secretaries in advance of triennial elections.
- Organise, on behalf of the Diocesan Secretary, the triennial elections from the Diocesan Synod to Bishop's Council and other diocesan boards, councils and committees, and to make arrangements for casual vacancies to be filled.
- Support the Presiding Officer in the conduct of elections to the General Synod and make arrangements for casual vacancies to be filled.
- Establish and communicate accurate lists of voters in advance of elections and by-elections to the Diocesan Synod and General Synod.
- Circulate information and guidance on statutory requirements to relevant stakeholders such as the conduct of the annual parochial church meeting and election of churchwardens.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

Person Specification

	Desirable	Essential
Qualifications and Experience		
Proven successful experience in similar roles		X
Experienced administrative and organisational skills		X
Experience of handling confidential information		X
Educated to degree level or higher education in a relevant area	X	
Knowledge and Skills		
Understanding of charity governance and its application to create high performing boards and committees		X
Strong IT skills, competent use of Microsoft Word, Excel, Outlook and PowerPoint programmes		X
Excellent interpersonal skills and the ability to deal with people at all levels		X
Good communication skills, both written and verbal		X
Ability to provide creative solutions to problems and overcome barriers		X
Ability to successfully influence a range of stakeholders to create a sense of common purpose and advocacy		X
Attention to detail, accuracy and thoroughness in all aspects of the work		X
Knowledge of the Church of England, its structures and processes	X	
Personable Attributes		
Able to work under pressure to meet targets and deadlines		X
Calm and professional disposition		X
Self-motivated and enthusiastic		X
Able to respond effectively to changing priorities		X
Able to manage a high-volume workload		X
Able to work effectively without supervision		X
Willing to accept responsibility		X
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich		X
Availability		
The role involves occasional attendance at meetings and events at venues around the county, some on weekends, early mornings or evenings. Notice will be given of these and time off in lieu is available.		X
Current driving license and have a car available for travel throughout Norfolk		X

Summary of Terms and Conditions

Role	Governance and Executive Support Officer
Hours	21 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with an 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	Pro rata of 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. Pro rata of 3 additional days after completion of 5 years' service.
Term	Permanent. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 2 months afterwards
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (a maximum of one day working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and a basic DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.