

**Governance Manager (part-time)**

**Job Description**

# PURPOSE

To ensure the smooth running and effective organisation of key governance processes in the Diocese.

**REPORTING TO**

The Diocesan Secretary

# KEY CONNECTIONS

The Diocesan Secretary, senior staff, bishops, archdeacons, committee chairs, diocesan registrar and members of the diocesan team.

# PRINCIPAL ACCOUNTABILITIES

* Under the direction of the Diocesan Secretary, to support the meetings of the Diocesan Board of Finance (the charity) and its sub-committees;
* In consultation with the Diocesan Secretary, to manage all aspects of synodical governance including elections eg Diocesan Synod and Bishop’s Council. To also manage correspondence concerning the business of the Diocesan Synod and its elections.
* To actively manage annual data collection from parishes eg Stats for Mission, electoral roll, finance returns, energy footprint and Articles of Association.
* To manage and maintain the Diocesan Risk Register

# DUTIES AND RESPONSIBILITIES

1. **Assisting with the planning and delivery of diocesan governance, including:**
   * Ensuring ToRs updated and reviewed
   * Ensuring membership is appropriately reviewed, maintained and where necessary, elections are carried out
   * Liaising with Chairs to set agenda, assisting with the preparation and circulation of agendas, papers and minutes.
   * Taking minutes at such meetings as required.
   * Booking meeting rooms and ensuring set up ready for the meeting.
   * Maintaining attendance registers and apologies lists.
   * Updating committee membership lists on the central database.

1. **Assisting with oversight and maintenance of the DBF policies (as well as a number of diocesan wide policies), including:**

* Updating and maintaining the master policy log
* Ensuring all policies are reviewed by the relevant committee and at the right time
* Manage version control on all policies
* Ensuring relevant policies are accessible to all (ie HR policies are added to the MyHRToolkit)

1. **Assisting with the planning and delivery of the management team meetings, including:** 
   * Taking minutes at meetings
   * Assisting with the production of the agenda, collating items from members in relation to their areas of work
   * Circulating agendas, minutes and papers
   * Updating and maintaining the action plan(s)

# 5. In consultation with the Diocesan Secretary, carry out electoral registration duties and assist in the conduct of elections;

• To plan and manage the process of elections for General Synod – a process that takes place every six years

* + To plan and manage the process of elections for Diocesan Synod on a triennial basis, including supporting the Diocesan Secretary in his role as the Diocesan Electoral Roll Officer (DERO) in respect of maintaining accurate elector records of deanery synod members
  + To plan and manage the process of elections for Bishop’s Council, its sub-committees and other committees, on a triennial basis and as and when necessary to fill casual vacancies.

**6. To maintain a Diocesan risk register. Working with the Diocesan Secretary   
to ensure that:**

* + Risks are identified and assessed
  + Mitigations for risks are identified and owned
  + Actions are taken and the impact on risks of these actions is understood
  + The risk register is communicated to the appropriate parts of the governance structure.

**7. To be the main liaison between the diocesan staff and the independent GDPR adviser/Data Protection Officer**

**DECISIONS:**

The jobholder will:

* + - need to prioritise work throughout the day, ready to change to a different task in response to new needs/requests arising.
    - Set up and maintain effective systems of data management
    - Act with authority and confidentiality to prevent or minimise risks
    - Develop an understanding of Diocesan Governance and advise others on how this should function.
    - Be able to communicate confidently and clearly with senior staff and Clergy and ensure they understand and comply with governance requirements

# PERSON SPECIFICATION

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

## Essential

**Candidates will be able to provide evidence of:**

* Operating in a similar environment of supporting formal committees or Boards, and ensuring compliance with regulations. This may have been gained in a public, private, or voluntary sector environment.
* Effective verbal and written communication skills, including good telephone and email manner
* A proactive approach, taking responsibility for actions and consequences
* An ability to meet deadlines and prioritising tasks and acting with grace under pressure.
* IT skills and knowledge of Microsoft Office, including Word, Excel, Power Point; Outlook and Access, and online tools, such as Survey Monkey.
* Excellent administrative skills with the ability to work accurately and with attention to detail
* Handling sensitive and confidential information
* Secures, builds and maintains good working relationships internally and externally
* Being a team player
* A flexible approach to working, including some evenings and weekends, and an ability and willingness to travel to various locations if required

## Desirable

* An understanding of Church or Diocesan Governance
* Ability to think creatively and to anticipate and solve problems
* Previous experience of working in a charitable environment and with volunteers
* Experience of using document management systems
* Understanding of and empathy with the work of the Church of England
* A willingness to learn new skills and take part in on-going professional development

**Last Reviewed: August 2022**

**GENERAL INFORMATION**

**About Us**

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our Values of Respect, Transparency, Quality and Well-being.

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| Salary | The post is at Band D5 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £30,064 (FTE). Pro rata for 21 hours would be £18,038 |
| Pension provision | If eligible Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period. |
| Hours of work | 21 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager. |
| Holidays | 25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time) |
| Probation Period | Six months during which time progress is regularly reviewed and the period may be extended |
| Notice period | During probation 2 weeks and thereafter 1 month |
| Place of work | Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ (except job share where location might be split across the Diocese) |

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees’ skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

**For an informed conversation please contact:** Lorna Todd on 07485 348888

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website [http://www.cofesuffolk.org//vacancies](http://www.cofesuffolk.org/vacancies)

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

**Applications marked ‘Confidential Application’ to be sent to:** [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** 10th October 2022 at 5pm

**Interview Date:** 20th October 2022