



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Governance Administrator
TEAM:	Parish Support
DURATION	Permanent (part-time)
LINE MANAGER:	Governance and Pastoral Planning Manager
RESPONSIBLE FOR:	N/A

JOB PURPOSE

The Diocesan Board of Finance must fulfil statutory functions in relation to company, charity and ecclesiastical (church) law. The purpose of this job is to support the Governance Team in providing key governance and compliance services across areas including committee meetings, consultations, record-keeping and elections as well as providing resilience for the wider Parish Support team.

DUTIES AND RESPONSIBILITIES (insert main accountabilities as headers; followed by responsibilities)

Support the Governance Team by maintaining records, servicing meetings, assisting with cyclical events such as elections and providing basic advice

- Provide accurate record keeping and housekeeping in governance areas. Maintain board and committee membership data and log necessary documentation and training.
- Provide minute and note-taking for Archdeaconry Mission and Pastoral Committees and Board of Patronage.
- Assist with and develop understanding of pastoral schemes and processes; help maintain the pastoral planner.
- Support the election cycle – Church Electoral Rolls, synodical, board and committee elections.
- Develop an understanding of parish governance – particularly the Church Representation Rules – in order to provide support and advice to parish officers and clergy.
- Assist with keeping governance areas up to date on the Diocesan website.
- Provide occasional administrative support for the data protection function.



Support wider Parish Support services

- Assist with servicing meetings (setting up rooms, refreshments, clearing down, etc).
- Assist with responding to telephone enquiries and reception and develop wider organisational knowledge in order to respond or signpost as appropriate.
- Update specified person records on the CMS database to ensure ongoing accuracy, liaising with other departments as necessary.
- Assist with monitoring and dealing with emails received to the Parish Support In Box.
- Help colleagues with data-chasing when necessary.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need occasionally to be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of literacy and education (A level or equivalent) 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience relevant to the role eg, working as a legal secretary or supporting compliance or risk functions. • A demonstrable level of experience with complex administrative processes. • Experience in supporting formal meetings, including minute-taking 	<ul style="list-style-type: none"> • Experience of data-input, website administration and/or administering elections.
Competencies & Behavioural requirements	<ul style="list-style-type: none"> • Competent using IT systems to aid the delivery of duties in an effective manner. • A high level of accuracy and attention to detail. • Good communication skills; capable of relating well to a wide range of people. • Excellent organisational skills to set and manage priorities. • A good team player also capable of working independently. • Empathy with the aims and ethos of the Church of England. 	<ul style="list-style-type: none"> • Awareness and understanding of the Church of England, diocesan and parish governance, structures and Measures.

Employee Name:

Line Manager Name:

Signature:

Signature: