



Application Pack for the role of

Governance Support Officer

Date: August 2021

Contents

Contact details	2
Applications.....	3
Shortlisting	3
Interview	3
More about the role.....	3
The Diocese of Salisbury	4
Job Description and Person Specification.....	5
Main Terms and Conditions	9

Contact details

Human Resources
Mrs Sally Finn
Telephone (main line): 01722 411922
Email: hradmin@salisbury.anglican.org

Dear applicant

Thank you for your interest in the post of **Governance Support Officer** with the Salisbury Diocesan Board of Finance (DBF). Please find enclosed details about the Diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, this application pack includes key dates for the appointment process. Should you decide to apply for this post, we look forward to receiving your application and wish you well.

Kind Regards

Sally Finn
People and Safeguarding Administrator

Applications

Applications must be received by **Thursday 2nd of September 2021**. As part of your application please submit the following:

- The Application Form, including signed declaration
- A current CV
- Application Questions in the format of your choice (see application form for details).

A covering letter is not mandatory and if included, be no more than one side of A4. Please return applications to **Human Resources in c/o Mrs Sally Finn, either by post to The Diocesan Office, Church House, 99 Crane Street, Salisbury SP1 2QB and or by email at hradmin@salisbury.anglican.org** .

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded from our website [HERE](#).

Interview

Interviews will take place in **Church House Salisbury** on Thursday the **13th of September 2021** and a second round is envisaged, date to be confirmed. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

More about the role

The Governance Support Officer and the provision of governance and compliance is part of the remit of the Parish Support, Governance and Administration team that comprises of 14 staff working in full and part-time capacity.

The team aims to provide a first point of contact and act as a resource and information hub that serves the needs of our churches and communities. The team is responsible for a range of community-facing services including synodical governance, pastoral planning and assisting in the care for church buildings and churchyards. The team also provides support services to the organisation including human resources, IT, Health and Safety and reception/office management.

Meet the team and read more about the work of the Salisbury Diocesan Board of Finance on our website <https://www.salisbury.anglican.org/> and in the [Contacts Guide](#).



Salisbury Cathedral - Credit: Ash Mills

The Diocese of Salisbury

From the M4 to the Jurassic Coast – and with the new attachment to the Channel Islands – the Diocese of Salisbury serves a population of almost 1 million people.

Our communities live across 434 parishes, and we support 194 church schools and 20 multi-academy trusts, educating 42,000 children.

Everything the Diocese does is underpinned by prayer and driven by our vision:

‘Renewing Hope: Pray Serve Grow’

Prayer, Service and Growth are knit together in Renewing Hope. We are all called to love and serve God and our neighbours. We have choices in how best to share our gifts and resources and believe in creating space for innovation, so that new signs of God’s Kingdom can emerge.

We are focusing our attention on the practices that enable growth, which are:

- Develop discipleship and evangelism
- Encourage dynamic and collaborative leadership
- Transform lives and communities

If successful in your application, you will be arriving in the Diocese at a time of change and opportunity. You will have a role to play in serving our communities and living out our vision.

Job Description and Person Specification

JOB TITLE:	Governance Support Officer
LOCATION:	Church House Salisbury / Flexible Working
TEAM:	Parish Support, Governance and Administration
NORMAL HOURS:	Full-time / 35 hours per week
GRADE:	5
DURATION:	Permanent
RESPONSIBLE TO: <i>(Line Manager)</i>	Governance and Pastoral Planning Manager
RESPONSIBLE FOR: <i>(Line management responsibility)</i>	n/a

<p>JOB PURPOSE <i>(Brief description summarising main aims of the role)</i></p> <p>To administer and support key diocesan governance and compliance requirements, in order to create a strong foundation to live out our diocesan vision.</p> <p>This includes the servicing of the Diocesan Mission and Pastoral Committee and sub-committees, the Diocesan Board of Patronage, Audit and Risk Committee, supporting synodical elections, pastoral consultation processes, the Diocesan Risk Management framework and other governance activities.</p>
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DUTIES AND RESPONSIBILITIES	
<i>(Key duties with bulleted responsibilities are outlined in order of priority)</i>	
KEY DUTY A:	Support the governance framework for the Diocese and the synodical system of government
<ul style="list-style-type: none"> • Provide administrative support for elections to the general, diocesan and deanery synods, to the Bishop’s Council and to boards and committees • Assist the Governance and Pastoral Planning Manager to review and update governance documents, policies, processes and terms of reference • Ensure that governance-related information and contact details in the diocesan systems (CMS/SalDims/PeopleSystem), including board and committee membership lists and registers of electors, are regularly reviewed, updated and maintained • Ensure governance and other relevant materials are up to date on the Diocesan website • Develop a working knowledge of the Church Representation Rules and other relevant legislation in order to support synodical processes and to respond to queries from parishes relating to their own governance • Assist the Governance and Pastoral Planning Manager in her role as Diocesan Data Protection Officer 	
KEY DUTY B:	Service the Archidiaconal Mission and Pastoral Committees, Audit and Risk Committee and Diocesan Board of Patronage
<ul style="list-style-type: none"> • On behalf of the Governance and Pastoral Planning Manager and Director of Parish Support, plan, arrange and book the relevant meetings, including the preparation of agendas, collation and distribution of relevant papers • Arrange venues, catering, equipment etc for in-person meetings • Support the Governance and Pastoral Planning Manager and Director of Parish Support with meeting attendance and minuting taking • Act as a point of contact for committee and board members and assist with any questions or support required • Ensure membership of committees is kept up to date, welcoming new members (as required) and providing them with relevant terms of reference 	
KEY DUTY C:	Support the pastoral consultation process and patronage administration
<ul style="list-style-type: none"> • Under supervision, prepare and circulate diocesan proposals for Pastoral Schemes and Orders, Draft Pastoral Orders under S17 of the Mission and Pastoral Measure, and Bishops Mission Orders. Circulate and track draft Schemes and Orders on behalf of the Church Commissioners • Support the consultation process for both diocesan proposals and the Church Commissioners’ draft Schemes/Orders 	

- Liaise with the Church Commissioners' Pastoral and Closed Churches Division, Diocesan Registrar, Diocesan Secretary, Area Offices, Bishops Office, and other diocesan staff, as required on pastoral and patronage matters
- Under supervision, draft consultation letters and support the consultation process leading to suspension of presentation, or renewal of suspension. Liaise with patrons, PCCs and clergy affected. Prepare Notices of Suspension or Renewal and Lifting for the Bishop and Suffragan Bishops. Ensure regular review of the list of benefices where presentation has been suspended by the Archdeaconry sub-committees
- Maintain benefice and patronage records and clergy deployment data on the diocesan databases. Liaise with Diocesan Registry on transfers of patronage rights.
- Assist parishes considering pastoral planning and organisation by guiding them to appropriate sources of information
- Develop a basic understanding of the main requirements of the Mission and Pastoral Measure 2011

KEY DUTY D:	Support Risk Management activities
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- Provide administrative support to coordinate the update of the DBF Risk Register on a quarterly basis
- Work with DBF teams, line managers and colleagues to ensure a timeline process is in place for the review and update of the register in advance of the quarterly Audit and Risk Committee (ARC) meeting
- Act as a point of contact for colleagues on matters relating to the risk management framework
- Support the Chair of the Audit and Risk Committee in his/her (voluntary) role

PERSON SPECIFICATION	
JOB TITLE:	Governance Support Officer
GRADE:	5
KNOWLEDGE <i>(including experience and qualifications)</i>	ESSENTIAL/ DESIRABLE
Good standard of literacy and education (A level or equivalent)	E
Demonstrable experience relevant to the role e.g. working as a legal secretary, compliance and or risk officer	E
A demonstrable level of experience with complex administrative processes	E
Awareness and understanding of the Church of England, diocesan and parish governance, structures and Measurers	D
SKILLS	
Experience in working with and manipulating data sets with a view to perform analysis, tracking of information and produce mail merges	E
Experience in producing good quality reports, policies, procedures, etc	E
Experience in supporting formal meetings, including minute-taking	E
Competent using IT systems to aid the delivery of duties in an effective manner	E
Confident in working in a virtual environment including organising and hosting virtual meetings, using software such as Microsoft TEAMS, SharePoint, Zoom, Webex, Skype, etc.	E
ATTRIBUTES <i>(personal skills required for role)</i>	
Good communication skills capable of relating well to a wide range of people and ability to explain complex matters to those unfamiliar with specialist terminology and governance	E
Excellent organisational skills to set and manage priorities	E
A good team player also capable of working independently	E
A high level of accuracy and attention to detail	E
Ability to learn and work with new technologies and programmes as necessary	E
Empathy with the aims and ethos of the Church of England	E

Willing to travel to attend meetings and events as necessary and occasionally to work outside standard office hours.

Main Terms and Conditions

Employer	Salisbury Board of Finance
Location	Church House, Salisbury / Flexible Working
Hours of work	The working week is 35 hours . Normal office hours are 0900 – 1700 Monday to Friday with an hour for lunch. There is no payment for overtime although time off in lieu may be taken for attending meetings and events beyond these core hours.
Salary	£26,035
Pension	The Board offers a non- contributory pension scheme making a 15% pension contribution which may rise by a further 3% if matched by a 3% contribution from the employee.
Holiday	The annual leave entitlement is 21 working days during a complete holiday year, increasing to 24 working days following one year’s service. In addition to annual leave and the statutory and bank holidays, the office is closed for a further two days at Christmas and two days at Easter.
Travel and Expenses	You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale.
Car Loan	Car loan facilities are available through the Churches’ Mutual Credit Union Ltd.
Probation	There is a 6-month probationary period during which the progress and development of the post-holder will be reviewed prior to confirmation of employment.
DBS Check	A DBS check is not required for this role.

Tel: 01722 411922 www.salisbury.anglican.org

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442
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