

DIOCESAN BOARD OF FINANCE

Job Description

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

JOB PURPOSE

(Brief description summarising main aims of the role)

To administer and support key diocesan governance and compliance requirements, in order to create a strong foundation to live out our diocesan vision.

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.

Tel: 01722 411922 www.salisbury.anglican.org

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Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

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
<ul style="list-style-type: none"> • 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 	

PRINCIPAL CONTACTS	
INTERNAL:	<ul style="list-style-type: none"> Parish Support and other Diocesan teams
EXTERNAL:	<ul style="list-style-type: none"> Bishops, Archdeacons, Diocesan Registry, Church Commissioners, Area Offices, Clergy, churchwardens and parish officers, Patrons, DMPC and sub-committee members, ARC members

ADDITIONAL INFORMATION
<p>The post holder must undertake duties at all times in accordance with legislative and regulatory requirements.</p> <p>The post holder must at all times 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.</p> <p>The purpose of the job description is to indicate the general level of responsibility and location of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.</p>

Signature:

Date:

(Employee)

Signature:

Date:

(Line Manager)

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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.

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