

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Governance Officer and PA to Diocesan Secretary
Department:	Governance Team
Reports to:	Governance & Information Manager
Key working relationships:	Diocesan Secretary Governance team Board and Council members Parish clergy Lay officers
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

Main purpose of job

- To provide effective and high-quality Governance and Secretariat support to the Boards, Councils, clergy and laity in parishes and deaneries in the Diocese of Chichester
- Responsibility for the management and running of the bi-annual Diocesan Synod
- To provide executive level PA support to the Diocesan Secretary
- Act as the first port of call and co-ordinate and monitor the use of legal services

Principal duties

To provide effective and high-quality Governance and Secretariat support to the Boards, Councils, clergy and laity in parishes and deaneries in the Diocese of Chichester.

- 1.1. To maintain the Memorandum and Articles.
- 1.2. To maintain the seal register and ensure that the necessary signatures on legal documents are obtained and recorded.
- 1.3. To keep records of business to be brought forward for the main committees and ensure that papers and documentation are produced in time for mailings.
- 1.4. To take, or arrange to be taken, minutes for all Synods, Councils, Boards and Committees and other relevant meetings as necessary and prepare and circulate

those minutes as approved by the relevant Chair together with agendas and other documents required.

- 1.5. To make arrangements for meetings including booking rooms and refreshments and ensuring that they are both prepared and cleared away.
- 1.6. To support the Diocesan Secretary in preparing for meetings, including preparing first drafts of papers, and alert them to any significant matters arising.
- 1.7. To prepare Chairman's notes for Bishop's Council and Finance Committee and other meetings.
- 1.8. To maintain records of committee membership and update Company House and the Charity Commission as necessary.
- 1.9. To organise and manage all elections for which the Diocesan Secretary is responsible (including General Synod elections, Diocesan Synod elections, Deanery Synod elections and elections to diocesan boards, councils and committees) or appointments including ensuring that all requirements are complied with, producing all necessary materials and communications, and supporting others involved in the process.
- 1.10. To prepare and make returns to other bodies in a timely fashion including the Charity Commission and Companies House.
- 1.11. To maintain the lists of General Synod members and their reporting responsibilities to deaneries, Synod and Church House departments.

To have primary responsibility for arranging, organising and managing the governance aspects of the bi-annual one-day Diocesan Synod within budget; including:

- 2.1. To produce and mail-out Diocesan Synod documents to deadline.
- 2.2. To liaise with and organise, those speaking, or presenting displays, at Synod and to make the necessary arrangements for them, including the timely receipt of presentations.
- 2.3. To make arrangements for the smooth running of a Zoom Synod or hybrid Zoom Synod (once the event manager has confirmed that this is possible and the necessary kit and person to facilitate the technology from the venue will be in place).
- 2.4. To work with the Governance Synod team in relation to the provision of:
 - a suitable venue;
 - the registration process;
 - refreshments for up to 250 people;
 - distribution of service sheets and documentation;
 - AV systems including PA System and sound assistant (where necessary and practicable);
 - parking arrangements
 - solutions relating to specific clergy and disabled attendee requirements;
 - suitable notices (e.g. venue rules, health and safety etc)
 - breakfasts and lunches for volunteers;

2.5 To oversee the smooth running of the governance aspects of Diocesan Synod on the day.

To provide executive level PA support to the Diocesan Secretary.

- 3.0. Managing calendar, travel, expenses claims and meeting arrangements; coordinating, arranging and scheduling appointments, meetings and speaking engagements for the Diocesan Secretary as requested; and supervising the arranging and distribution of materials for meetings as appropriate.
- 3.1. Helping plan and coordinate visits to the Diocese of Chichester of guests of the Diocesan Secretary and visitors from other organisations, ensuring that appropriate officials and administrators are notified of visits.
- 3.2. Timely management of communication on behalf of the Diocesan Secretary, both written or by telephone with a wide variety of constituents, including composing letters independently and monitoring follow up where a response is required.
- 3.3. Co-ordinate dates and bookings for the annual Autumn Deanery meetings.
- 3.4. To provide Church House reception cover when required.

Act as first port of call and co-ordinate and monitor the use of legal services

- 4.1. To act as first point of contact in giving advice to clergy and laity on procedures at deanery and parish level in association with the Archdeacons.
- 4.2. To deal with individual legal issues raised by parishes and Archdeacons, recording the nature of the enquiry, the advice that was sought and given and the outcome.

5.0. General responsibilities

- 5.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 5.2. The post holder is required to:
 - support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in the performance management process;
 - engage in training and continuous professional development activities.
- 5.3. The post holder may be required to travel across the diocese
- 5.4. The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

- 5.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 5.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date: May 2025

Signature of Line Manager:

Signature of Employee:

Next Review Date: May 2026

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	A degree and/or equivalent professional qualification.	√	
	Qualifications and/or training in the law.		√
Knowledge and Experience	Experience of Charity Governance and applying it to Boards and Committees	√	
	Experience of servicing meetings and minute taking	√	
	Experience in providing administrative support at an Executive level.	√	
	Experience of event management		√
	Experience and understanding of Church of England structures.		√
	Good organisational and administrative skills, working to a high standard of accuracy and attention to detail.	√	
	Strong interpersonal skills – effective at building good working relationships with a wide range of people.	√	
	Can demonstrate the ability to handle matters confidentially and with discretion.	√	
	Excellent communication skills, both verbally and in	√	

	writing. Highly professional telephone manner.		
	Ability to prioritise workloads.	√	
	Confident and competent in the use of technology, including databases. IT literate with good working knowledge of software including, MS Office applications (SharePoint, Teams, Word, Excel and PowerPoint).	√	
	The ability to give advice and interpret charity governance		√
Personal Qualities	A high level of integrity and discretion, can handle confidential information with diplomacy and sensitivity.	√	
	Ability to work on own initiative.	√	
	Ability to work calmly under pressure.	√	
	In sympathy with the aims and mission of the Church of England.	√	

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