

## **Job Description**

<b>Job Title:</b>	PA to Diocesan Secretary (Chief Executive)
<b>Hours of Duty:</b>	35 hours per week, worked Monday to Friday
<b>Holiday:</b>	25 days holiday per annum pro rata rising to 28 days pro rata after 5 years' service plus Bank Holidays and discretionary Christmas Holiday
<b>Department:</b>	Executive Secretariat
<b>Office Location</b>	At present your main place of work will be Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES.  To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.
<b>Responsible to:</b>	Diocesan Secretary (Chief Executive)

### **Key Working Relationships:**

- Diocesan Secretary (Chief Executive)
- Synodical and Pastoral Officer
- Bishops of Norwich, Lynn and Thetford and their PAs
- Archdeacons of Norwich, Norfolk and Lynn
- Members of the Senior Leadership Team
- Diocesan Registrar
- All Diocesan and Easton House staff
- Clergy and laity of the Diocese
- External contacts of the Diocesan Secretary (Chief Executive)
- PA and Governance leads in other dioceses

### **JOB SUMMARY / BACKGROUND**

The Norwich Diocesan Board of Finance is the charity supporting the mission of the Church of England as it is delivered through parishes, chaplaincies and schools across Norfolk and Waveney. The Executive Secretariat supports the Diocesan Secretary (Chief Executive) and Director of Finance with their responsibilities to ensure good governance and effective leadership of the charity in compliance with ecclesiastical and charity law and good practice.

## **MAIN PURPOSE OF THE JOB**

To provide proactive and efficient support for the Diocesan Secretary (Chief Executive) and Director of Finance in all matters; and support the delivery and continuous development of good governance of the Norwich Diocesan Board of Finance (NDBF).

## **MAIN DUTIES OF THE JOB**

### **EXECUTIVE SUPPORT:**

- To be the main point of contact and support for the Diocesan Secretary (Chief Executive) and Director of Finance
- Deliver confidential administrative and secretarial support including writing letters, reports and emails, and diary management
- Arrange meetings, booking rooms, equipment and caterers as required
- Provide administrative support to the Diocesan Secretary in their role as Company Secretary including Companies House updates, annual returns and director information
- Undertake support for internal meetings of NDBF staff including attendance and minute taking as required
- With other team members, support the effective functioning of the NDBF office base, welcome and host visitors to meetings and events as required
- Support the transition to, and maintenance of, online record keeping
- Co-ordinate the advertising and handing out of NDBF small grant funds where available
- Coordinate and support Diocesan events as and when required
- Cover for the Synodical and Pastoral Officer as required

### **GOVERNANCE LEAD**

- Act as the lead officer for governance support, with assistance from the Synodical and Pastoral Officer
- Oversee the co-ordination of governance training and development activity
- To organise, on behalf of the Diocesan Secretary, the triennial elections from the Diocesan Synod to Bishop's Council and other diocesan boards, councils and committees, and to make arrangements for casual vacancies to be filled
- Support the effective running of Diocesan and Deanery Synod elections
- Support all required governance meetings in partnership with the Synodical and Pastoral Officer
  - Make all necessary practical arrangements for meetings
  - Prepare and issue the agenda and supporting papers
  - Attend meetings and prepare draft minutes
  - Circulate all correspondence as required
  - Maintain minutes
- Lead the development and communications of schedules for future meetings
- Keep accurate and up to date records of governance related information
- Keep up to date on changes in governance good practice, particularly in relation to the Charity Commission and Church of England
- Build and maintain good relationships with PA and Governance leads in other dioceses
- Support the Synodical and Pastoral Officer with meetings of the Diocesan Synod

## OTHER

- Provide effective supervision and line management for volunteers, work experience and staff employed from time to time to support the administrative functions
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

## Person Specification

Candidates will be able to provide evidence of:

### ***Qualifications and Experience***

	Desirable	Essential
Educated to degree level or higher education in a relevant area	X	
Proven successful experience in similar roles		X
Experienced administrative, organisational and committee skills		X
Experience of handling strictly confidential information		X

### ***Knowledge and Skill***

	Desirable	Essential
Strong IT skills, competent use of Microsoft Word, Excel, Outlook and PowerPoint programmes		X
Excellent interpersonal skills and the ability to deal with people at all levels		X
Excellent communication skills, both written and verbal, with experience of communicating effectively with a range of stakeholders		X
Ability to produce high quality minutes and other documents efficiently and effectively		X
Ability to provide creative solutions to problems and overcome barriers		X
Attention to detail, accuracy and thoroughness in all aspects of the work		X
Understanding of charity governance and its application to create high performing Boards		X
Excellent administrative, organisational and committee skills		X
Knowledge of the Church of England, its structures and processes	X	

### ***Personal Attributes***

	Desirable	Essential
Able to work under pressure to meet targets and deadlines		X
Calm and professional disposition		X
Self-motivated and enthusiastic		X
Able to respond effectively to changing priorities		X
Able to manage a high-volume workload		X
Able to work effectively without supervision		X
Willing to accept responsibility		X
Logical and systematic in work processes		X
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich		X

### ***Availability***

	Desirable	Essential
The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or late evenings, as well as the ability to be away from the Diocese on residential activities. Notice will be given of these and time off in lieu is available		X
Current driving licence and have a car available for travel throughout Norfolk		X

This role is subject to a basic Disclosure and Barring Service (DBS) check

**THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.**

**UPDATED – MAY 2022**