

ASSISTANT DIOCESAN SECRETARY (OPERATIONS & GOVERNANCE) Maternity Cover, Parish Support Team

Job Description

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| Responsible to: | The Diocesan Secretary & Chief Operating Officer |
| Responsible for: | Diocesan Property Manager Office Services Manager Parish Support Team Administrator Regional Head of IT (<i>functional oversight of inter-diocesan post</i>) |
| Main Purpose: | <p>As co-lead for the Parish Support & Operations Team, to provide a pro-active and professional service to parishes, clergy, committee members and colleagues in the areas of governance, central services (including IT) asset management and project management.</p> <p>Working closely with the Assistant Diocesan Secretary (Parish Support) to deputise for the Diocesan Secretary as required across the breadth of their responsibilities.</p> <p>On behalf of the Diocesan Secretary to lead on the management of the governance structures of the Diocese of Winchester the Diocesan Synod, and the Winchester Diocesan Board of Finance.</p> <p>To be responsible for the management, delivery and communication of the Common Mission Fund working with clergy, PCCs and colleagues in the operation of this critical income stream.</p> |
| Hours: | 35 hours per week, full time |
| Salary: | £61,477 per annum |
| Terms: | Maternity Cover 12 months fixed term |

Responsibilities and Purpose

The Diocesan Teams exists to supporting the mission and ministry of the clergy, ministers and volunteers who lead our 240 parishes and 370 church buildings.

The Assistant Diocesan Secretary (Operations & Governance) is the co-lead of the Parish Support & Operations Team. At its core, the post exists to ensure the central services, operations and assets of the organisation are managed effectively and efficiently in the support of our wider mission and ministry.

General

1. To instil a culture of continual development and mutual support within the Parish Support Team, helping to grow the effectiveness, efficiency and commitment of the Team both collectively and individually.
2. As co-lead for the Parish Support & Operations Team, to provide a pro-active and professional service to parishes, clergy, committee members and colleagues in the areas of governance, central services (including IT), asset management and project management.
3. To work closely with the Assistant Diocesan Secretary (Parish Support), deputising for each other as required.
4. To undertake any other tasks that may reasonably be requested by the Diocesan Secretary & Chief Operating Officer.

Assistant Diocesan Secretary

5. To attend meetings of Diocesan Synod, building and maintaining professional relationships with current members. To attend meetings of the Bishop's Council and Bishop's Staff Team when required, able to provide operational and strategic briefings on any relevant matters.
6. To maintain a detailed working knowledge of Diocesan wide strategic planning, priorities and pastoral needs, being able to clearly communicate them to stakeholders as required. Regularly attending meetings and gatherings across the diocese, being comfortable and able to respond to a range of queries regarding operational management, finances, and general theological principles as they relate to the life of the diocese.
7. To undertake any other tasks that may reasonably be requested by the Diocesan Secretary & Chief Operating Officer.

Central Services

8. Be responsible for the daily operations of the diocesan office and the line management of the Office Services Manager. To ensure there is proactive management of external providers of services, including photocopiers, phones, stationery, and utilities, ensuring a 'best value' approach to procurement and contract management is operated.
9. To hold delegated responsibility for the managing relevant budgets in line with the WDBF's Standing Financial Instructions approving expenditure and authorising invoices for payment. To work with colleagues in the Finance Team in the preparation of annual budgets and financial projections for relevant areas of work.
10. To be the Diocesan lead on IT management, representing the Diocese of Winchester at regional IT meetings and discussions, contributing to the creation of policy, and the overall development of the IT infrastructure. To manage the IT annual budget, approving expenditure and invoices in line with Standing Financial Instructions.
11. To lead the Office Services Manager in her day-to-day oversight of the Diocesan Offices, including appropriate maintenance and facility management plans are in place, and all necessary compliance requirements are met in full.
12. Working closely with colleagues in the HR Team, to develop and maintain a range of suitable policies and process manuals to ensure compliances and best practice is observed in the use of the building and its facilities.

Governance & Policies

13. On behalf of the Diocesan Secretary to lead on the operations of the Diocesan Governance structures, drafting agendas, minutes and business plans for the Diocesan Synod, Business Committee, and Bishop's Council & Standing Committee.
14. To ensure all synodical and WDBF sub-committees operate in a standard and consistent manner, including the Property Working Group, Diocesan Council for Mission & Ministry, and the Diocesan Finance Committee.
15. To present reports, papers and proposed policy to the Bishop's Council, Diocesan Synod and other elements of the Governance Structures as required.
16. To lead on the operational planning for large events and meetings connected to the operations of the governance structures including meetings of Diocesan Synod and any ad hoc diocesan or clergy conferences.
17. To act as a first point of contact for Synod members and Trustees, responding to general enquiries.
18. To act as Presiding Officer for all Synodical elections, working closely with the Diocesan electoral Roll Registration Officer, Diocesan Registrar and Diocesan Secretary as required.

Common Mission Fund

19. To be responsible for the management, delivery and communication of the Common Mission Fund (CMF) working with clergy, PCCs and colleagues in the operation of this critical income stream.
20. To attend PCCs, Deanery Synods and other gatherings as required, giving presentations and leading training on the process, theology and ecclesiology of the Common Mission Fund.
21. To work closely with the Finance Controller, Stewardship Adviser and Head of Communications on supporting parishes with financial or policy concerns around the CMF.
22. To prepare regular projections and analysis of contributions and shortfalls throughout the year.
23. To collate and consider trends in parish feedback and queries, highlighting potential issues or options for improving collection rates and supporting PCCs.

Housing Management

24. To maintain strategic oversight of the contractual provision of external support for the maintenance and management of all properties the WDBF is responsible for, receiving regular updates from the Diocesan Property Manager.
25. To hold delegated authority for the management and monitoring of the Houses Budget (c £2m pa). To have delegated authority to approve expenditure related to Housing maintenance, clergy moves, council tax/utilities and insurance, up to £20,000.
26. To ensure systems and processes are in place to provide timely information on housing condition, availability and risks as required for operational purposes.

Property Management & Development

27. To line management the Diocesan Property Manager, working closely with the Archdeacons and Diocesan Secretary to set priorities, objectives, and targets.
28. To hold delegated authority to approve expenditure related to Property Development (including professional fees, contractors cost etc.) up to £20,000.
29. Working closely with the Parish Support Manager, to ensure any development schemes, transactions, sales or proposals follow the necessary processes and procedures as required by ecclesiastical legislation and Charity Law.

Personal Specification

Education and Qualifications

1. A good level of education in English and Maths is essential. Graduate or equivalent level of education desirable.
2. It will be a requirement of the appointment that Safeguarding Training, level to be determined, and Safer Recruitment training is completed along with:
 - a. Equality and Diversity
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety
 - g. IOSH Managing Safely

Background and Experience

3. Operated successfully at a managerial level within an organisation or has demonstrated readiness to do so.
4. Previous experience of leading or taking substantial responsibilities for managing change desirable.
5. Experience of working well with and delivering through a team as well as working closely with and managing staff with a variety of roles and professional capacities.

Skills and Personal Competencies

6. A demonstrable team player with a collaborative and open working style. Able to work under pressure, flexible in attitude, organised and able to work to deadlines.
7. Comfortable with some ambiguity and able to see projects and tasks to completion.
8. A flexible approach to work, able to adapt and change practices and processes in a rapidly changing organization.
9. Able to relate well at all levels and an excellent communicator in a form that is accessible to all.
10. Strong relational skills and a high level of emotional intelligence.
11. A resilient person, not afraid of being accountable, will speak up and challenge constructively if necessary.

Other

12. Confidential and able to handle sensitive information.
13. An understanding of and a commitment in principle to the Church's ministry and mission is essential.
14. A supportive approach to the work of the Church and the Dioceses of Winchester.
15. Current driving licence and access to a vehicle.

NOTES

The following general principles should be noted:

- a) This role will be based at The Diocesan Office, Old Alresford Place, Alresford, Hampshire, SO249DH. It is anticipated that some home working may be available/necessary.
- b) The role will require some travel about the diocese, sometimes outside usual business hours and to locations that are not served by public transport. Please note that Old Alresford Place is not serviced by public transport. The role holder will need to have access to their own transport.
- c) The role is offered on a Maternity Cover, Fixed Term for 12 months basis.
- d) This is a full-time post (35 hours per week) Monday to Friday.
- e) The role is offered on the basis of the role holder having a right to work in the UK.
- f) The role is subject to a probationary period of 2 months.
- g) The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary & Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of the tasks and responsibilities involved.

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