

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The National Society for Education (NS) is one of the National Church Institutions, working to develop leaders, shape education policy and grow faith in the areas of school, church, and home. The NS team works remotely across the UK, with teams focused on professional development for educational leaders, school inspections, shaping policy around curriculum and inclusion at the national level, increasing diversity amongst our educational leaders, implementing the Archbishops' Young Leaders Award, and supporting children and young people in their faith journey through our Growing Faith Foundation and our FLOURISH project which is seeking to grow worshipping communities in schools.

What you'll be doing

The purpose of this role is to provide day to day support to the Head of Operations and CEO in the areas of charity governance and information governance.

MAIN DUTIES AND RESPONSIBILITIES

- Organise and manage all governance meetings for the National Society including scheduling, preparing agendas, minute-taking.
- Support the Head of Operations and wider team in ensuring that UKGDPR standards are complied with in day to day work.
- Act as the first point of contact for Data Protection queries within the team.
- Manage a close relationship with the Data Protection Officer for the wider NCIs.
- Oversee contract management systems for consultants, vendors etc for the National Society.
- Support the Head of Operations in the ongoing development and review of National Society processes outlined in the online staff manual.
- Provide ad hoc training on data protection, and best practice with information management to the wider team.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Experience in managing formal governance meeting processes
- Experience of data management and complying with UKGDPR
- Experience of managing contracting processes for vendors and consultants

Skills & Abilities:

- Extremely organised and able to work under pressure
- Strong attention to detail
- Good interpersonal and diplomatic skills
- Excellent communication skills, written and verbal
- High proficiency in Microsoft software packages, including sharepoint

Desirable

- Experience of working in a customer-focused role
- Experience of working in the charity sector
- Experience as a DPO

Vacancy Summary

JOB TITLE:	Governance Officer
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 5 Market Rate Salary
SALARY:	£38,918
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote, with some travel to face to face days
HYBRID WORK ARRANGEMENTS:	None
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017207
COST CODE:	70101
PARENT POSITION:	Head of Operations