

ROLE PROFILE FOR Executive Assistant to the Directors for Vision and Strategy

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 Vision and Strategy team supports the whole Church in its engagement with the Church of England's Vision and Strategy for the 2020s which has three strategic priorities: to be a church of missionary disciples, to be younger and more diverse, and to develop a mixed ecology - being church in varied forms and settings.

The team is the lead owner of the strategy within the National Church Institutions (NCIS), and therefore responsible for ensuring that the work of other teams within the NCIs is aligned to the strategy and helps ensure its delivery across the Church. The Vision and Strategy team consults on and manages the distribution of around £100 million per annum of Strategic Mission and Ministry Investment funding and helps the delivery of projects funded by previous grants. The team also works closely with networks and partners in support of the strategic priorities.

What you'll be doing

The purpose of this role is to provide executive administrative support to the Co-Directors for Vision and Strategy. This includes diary and meetings management, taking initiative in writing briefings, conducting research, drafting papers and presentations and providing support for senior level-meetings and organising monthly team meetings and an annual residential.

MAIN DUTIES AND RESPONSIBILITIES

1. Providing executive administrative support in all areas, including, but not exclusively, making practical arrangements for meetings and visits, maintaining, developing and reviewing records of meetings, presentations and papers, and processing expense claims.
2. Acting as the first point of contact for the Directors, triaging all correspondence, dealing with requests as appropriate and understanding when requests need to be passed on to another relevant member of staff.
3. Dealing sensitively, independently and with initiative with a considerable amount of discrete engagement by telephone, email and correspondence, often dealing with matters of confidentiality.
4. Supporting the drafting of papers and creating high quality presentations for trustee bodies and key stakeholders.
5. Managing the Directors' diary, proactively engaging with senior stakeholders across the Church on their behalf.
6. Carrying out research which could include searching for the latest information or research on a specific topic of relevance to the Vision and Strategy, taking initiative for what relevant background information the Directors might need in advance of meetings and ensuring updates on current projects.
7. Collating briefing documents and providing briefing files with analysis of key topics agreed by the directors including media and published research.
8. Providing secretarial and executive support for senior level meetings, including the Senior Leadership group of the Vision and Strategy team, including arranging meetings, preparing papers and agendas, taking minutes and chasing follow up action.
9. Organising the practical arrangements for, and attending, the Vision and Strategy Annual residential and monthly team meetings.
10. Leading work on behalf of the Directors such as updating our presence on the Church of England website, ensuring a regular presence in all staff webinars or organising an event or meeting they host.
11. Any other duties that may arise within the Vision and Strategy team as required.

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:

- Demonstrable experience of executive level office management and administrative support.
- Experience of managing the diary of a director and providing proactive support.
- Proven track-record in preparing presentation slides and high-quality papers and documents.
- Experience and understanding of minute-taking and action logging.
- Experience of gathering information and presenting it in concise briefings

Skills & Abilities:

- Excellent and demonstrable IT knowledge, including advanced knowledge and use of Microsoft Office Suite, especially Powerpoint, Excel, Outlook, Teams and SharePoint.
- Excellent at the production of well formatted and visual papers and presentations.
- Ability to think and plan ahead, prioritise and meet complex deadlines.
- Ability to work under pressure using own initiative and to work unsupervised, as well as collaboratively.
- Sensitivity and good judgement in dealing with urgent, confidential and complex matter
- Ability to communicate clearly, both orally and in writing with numerous stakeholders
- Ability to manage, foster and maintain professional relationships with key stakeholders at all levels, both internal and external, responding proactively to complex needs.

Desirable

- Experience of managing projects and budgets.
- Experience in events management.
- An understanding of the workings of the National Church Institutions or a willingness and ability to learn rapidly about them.

Vacancy Summary

JOB TITLE:	Executive Assistant to the Directors for Vision and Strategy
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 5 Standard Point
SALARY:	£38,918
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Need to be in the Primary office location on Mondays, additional office days are optional
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input 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:	Click or tap here to enter text.
COST CODE:	22510
PARENT POSITION:	Co Director for Vision and Strategy