

## 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 team

The Ministry Development Team (MDT) is a team of 41 people which sits within the Archbishops' Council. We are nationally responsible for ensuring that there is a pipeline of lay and ordained ministers together with their terms of service and the development of future and current senior leaders to meet the missional needs of the church. As such we have a key role to play in the delivery of our national [Vision and Strategy](#) in which we aspire to be a church which is Jesus Christ shaped and centred. Our work requires us to work collaboratively with a wide range of stake holders and partners including the 42 Church of England Dioceses, 20 Church of England Theological Colleges, the House and College of Bishops, the College of Cathedral Deans and the College of Archdeacons together with a range of universities and other external bodies. Our work is overseen by the Ministry Development Board, which is a subcommittee of the Archbishops' Council and is chaired by a Diocesan Bishop.

The responsibilities of the team are wide ranging and therefore the work of the Director is diverse, high energy and high volume.

## What you'll be doing

The Executive Assistant and Policy Advisor to the Director for Ministry is a key aide to the Director, providing core and advanced administrative support, including as secretary to the Ministry Development Board. The role includes diary and meetings management, taking initiative in writing briefings, conducting research, drafting papers and presentations, providing support for senior level-meetings and organising regular team meetings including an annual residential.

### MAIN DUTIES AND RESPONSIBILITIES

Work with the Director to enable the MDT to serve the mission and ministry of the church by:

1. Being a key member of the Ministry Development Team who works collaboratively with colleagues.
2. Providing core administrative support for the Director in all areas, including making practical arrangements for meetings and visits, maintaining, developing and reviewing filing systems and processing expense claims.
3. Being the first point of contact for the Director and general MDT enquiries, triaging all correspondence, dealing with requests as appropriate including responding on behalf of the Director, and understanding when requests need to be passed on to the Director or other members of staff.
4. Managing the Director's schedule using Outlook and proactively engaging with senior stakeholders across the church (including Bishops' offices and theological college Principals), on the Director's behalf.
5. Carrying out independent research for the Director, including taking the initiative to gather relevant information the Director might need for meetings and current projects, or for policy development.
6. Supporting the drafting of papers (including researching and generating content) and creation of high-quality presentations for trustee bodies and key stakeholders.
7. Facilitate key meetings, including the weekly MDT senior leadership meetings, whole team meetings (monthly – virtual, termly - in person, and annual – residential). This includes making the necessary practical arrangements, preparation of agendas and papers, taking any necessary minutes and stewarding follow up actions.
8. Leading projects and representing the Director as necessary.
9. As Secretary to the Ministry Development Board:
  - a. Make the necessary practical arrangements for the Board meetings (currently 6 per year), including maintaining at least one year of advance meeting dates.
  - b. Work with the Director and Chair (a Diocesan Bishop) to set the agenda for each meeting and provide a briefing paper for both ahead of each meeting.
  - c. Attend each meeting (including an annual residential) and produce concise and accurate minutes of each meeting on a timely basis.
  - d. Produce a separate concise summary of business done at each meeting as a report for the Archbishops' Council.
10. Any other duties that may arise within the Director's portfolio as required.

This 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 of executive level office management and holistic administrative support in a working partnership with high levels of mutual trust and accountability.
- Experience of agenda setting, minute-taking and action logging/monitoring.
- Proven track-record in the preparation of high-quality presentations and papers.
- Experience of gathering information and presenting it in concise briefings.
- Excellent and demonstrable IT knowledge, including advanced knowledge of the use of Microsoft Office 365, especially Outlook, Excel, PowerPoint and SharePoint.

#### *Skills & Abilities:*

- A balance of high efficiency/productivity and strong relational abilities, with a capacity to thrive in a fast-paced environment.
- Sensitivity and good judgement in dealing with urgent, confidential and complex matters, including proactively scanning the horizon for potential opportunities and issues.
- Ability to work under pressure using own initiative to creatively problem solve, prioritise and meet competing deadlines in a complex working environment.
- Ability to communicate clearly, both orally and in writing with numerous stakeholders.
- Ability to maintain professional neutrality amidst discussions of sensitive and controversial matters.

#### *Personal Attributes:*

- Committed to good safeguarding practice.
- Enjoy a high energy and dynamic working environment.
- Professional and well organised, including respecting confidentiality.
- Confident, proactive and able to demonstrate initiative.
- Willingness to work proactively in support of the vision and strategy of the Church of England.

### Desirable

- Experience and understanding of servicing governing bodies.
- Experience of managing projects and budgets.

- Experience in events management.
- An understanding of the Church of England structures and the current issues we face.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Executive Assistant and Policy Advisor</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Ministry Development Team
<b>GRADE:</b>	Band 4      Standard Point
<b>SALARY:</b>	£48,556
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London, SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Typically 1-2 days per week in Church House but subject to business need.
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017731
<b>COST CODE:</b>	22011
<b>PARENT POSITION:</b>	Director for Ministry