

# SOUTHWARK

## ◆ CATHEDRAL ◆

### **Governance, Committees & Compliance Manager | Applicant Pack**

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<b>Job Title:</b>	<b>Governance, Committees &amp; Compliance Manager</b>
<b>Reports to:</b>	<b>Chief Operating Officer</b>
<b>Key Relationships:</b>	<b>Dean and Chapter, Chief Operating Officer, Committee Members, Cathedral Safeguarding Officer, Head of Property, EA to the COO</b>
<b>Salary:</b>	<b>£29,500 (£36,875 FTE)</b>
<b>Hours of work:</b>	<b>28 hours per week. Some flexibility will be required to allow attendance at evening meetings and events.</b>
<b>How to apply:</b>	<b>Please complete the application form on the Church of England Pathways website by 11.59pm on Wednesday, June 17th</b>
<b>Interviews:</b>	<b>Tuesday, July 7<sup>th</sup> and Wednesday, July 8<sup>th</sup></b>

#### **Introduction to the Cathedral**

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 200,000 visitors a year to the Cathedral, its churchyard and medieval herb garden. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all.

#### **Role Purpose**

This is a senior support post of essential importance to allow the Dean, Chief Operating Officer, Chapter and committees to develop and maintain an effective system of governance for the Cathedral with adherence to the highest standards of good governance practice. This will include relevant regulatory and legislative requirements such as supporting the Chief Operating Officer with returns, reports and filings for statutory bodies including the Charity Commission, Information Commissioner's Office, HSE, the Parish and Companies House. The post holder will provide comprehensive and effective administrative support for Chapter and its statutory committees such as Finance Committee and the Audit and Risk Committee. The post holder will work across Cathedral teams to ensure robust compliance and risk management.

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### Main Duties and Responsibilities

#### Governance administration

- Assist the COO with returns, reports and filings for statutory bodies including the Charity Commission, Information Commissioner's Office, the Parish and Companies House;
- Act as the Whistleblowing Officer and assist in the working of the Whistleblowing Policy;
- Assist with the completion of questionnaires and reports for the Cathedral's insurers, Association of English Cathedrals etc;
- Maintain the declarations of interest and gift registry records for senior staff and committee members and record in the minutes when committee members are conflicted out or need to declare an interest;
- Assist the COO in keeping a log of complaints under the Complaints Policy adopted under the Cathedrals Measure and help to ensure that complaints are dealt with according to the policy;
- Provide such other support as the COO reasonably requires including correspondence and research.

#### Committees administration

- Lead the co-ordination, preparation, planning and follow-up for meetings and other committee work associated with the governance of the Cathedral. This will include issuing invitations, booking rooms, issuing Zoom invitations, arranging refreshments and access needs, assisting in the drafting of agendas, gathering and circulating supporting papers for the meetings, attending meetings, taking confidential minutes, circulating and amending minutes and maintaining action trackers for the members of the following committees:
  - Chapter
  - Finance Committee
  - Audit and Risk Committee
  - Nominations Committee
- Assist in the work of the Nominations Committee to recruit members for the new committees;
- Liaise with committee members and maintain good relationships;
- Liaise with professional advisers where appropriate and in consultation with the COO;
- Assist in the scheduling of training and circulation of information for Chapter and committee members as required.
- Arrange and manage the Annual Parochial Church Meeting (APCM) and parish clerking duties; Ensure timely publication of statutory notices for the APCM;
- Assist with minute taking in other internal meetings where needed including Property Strategy Group Meetings and Sustainability Committee Meetings

#### Compliance Administration

- Assist in the production and submission of a range of information required in order to demonstrate compliance;
- Assist the COO with returns, reports and filings for statutory bodies including the Charity Commission, Information Commissioner's Office, HSE and Companies House;
- Assist the Dean and COO in their governance responsibilities under the Care of Cathedrals Measure 2021, including being the point of contact with the Fabric Advisory Committee and liaising with its Chair and Secretary;

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- Support the COO in the coordination of risk management and Health and Safety Compliance across the organisation;
- Support data protection compliance across the organisation, working with the Cathedral's GDPR consultants
- Secretariat support for the Health, Safety and Security Committee meetings
- Develop, monitor and regularly review Cathedral policies to ensure compliance and up-to-date best practice
- Evaluate compliance systems to ensure adequate processes and procedures are in place
- Work with the Cathedral HR team to devise and monitor a regular training schedule to ensure best practice and compliance

### Safeguarding administration

The Cathedral follows the safeguarding best practice and guidance set out in the Diocesan policy "A Safe Church" and also follows the policies and guidance set out by the National Safeguarding Team.

The post-holder will assist the Cathedral Safeguarding Officer where needed with:

- Undertaking the DBS checks for staff and volunteers if required
- Maintaining accurate records of all DBS checks carried out in a central register;
- Arranging for all new staff (paid and volunteer) to attend safeguarding training when needed
- Liaising with the trainers to identify training sessions, book rooms and catering and arrange room set-up;
- Maintaining accurate records of all safeguarding training carried out in a central register;
- Reporting to Chapter when required

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary 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.*

Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Southwark Cathedral is committed to a culture of safeguarding, especially for children, young people, and vulnerable adults. The Cathedral has adopted the Church of England policy statement 'Promoting a Safer Church (2017)'; Safeguarding Learning and Development (2024) and the Safer Recruitment and People Management Guidance (2021).

Every member of our team is recruited according to these policies and is required to complete safeguarding training.

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### Person Specification (E = Essential / D = Desirable)

#### Skills/Aptitudes

- Full proficiency with MS Office, including Outlook, Word, Excel and PowerPoint or Google Workplace (E)
- Ability to work in a complex organisation with multiple stakeholders (E)
- Maintain accurate and up to date records to ensure compliance (E)
- Ability to balance a busy and varied workload and work on multiple tasks at the same time (E)
- Proven strong writing skills (E)
- Able to draft agendas from an outline brief (E)
- Proven ability of minute-taking and producing summaries of outcomes and actions resulting from meetings of a formal nature (E)
- Proven ability to manage the formal processes of meetings, in a proactive way (E)
- Good organisation skills in naming and storing of formal documents (E)

#### Knowledge/Experience

- Excellent IT skills (E)
- Knowledge of governance processes (E)
- Experience of working with and administering databases, summarising information in an easy to understand format (E)
- Understanding of the Nolan Principles of good governance (E)
- Significant administrative experience (E)
- Broad understanding of legal frameworks (e.g. data protection laws), regulatory requirements, risk management principles, and internal audit processes (E)
- Experience of taking responsibility and accepting ownership of areas of work with a significant impact on an organisation's reputation (E)
- Church of England and charity sector experience (D)
- IOSH qualification (D)

#### Personal Attributes

- Maintains the highest standard of confidentiality, professionalism and integrity (E)
- Ability to prioritise (E)
- Proactive problem solver (E)
- Highly efficient and organised (E)
- Excellent interpersonal skills and willingness to work patiently and constructively with others (E)
- Excellent written and spoken communication skills (E)
- Flexible and cooperative team player (E)
- Self-motivated and able to work without close supervision (E)
- Willing to work flexibly including occasional evening and weekend work (E)
- Understanding of and enthusiasm for the Cathedral's overall vision and values (E)
- Sympathy with the Christian faith (E)

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- Inspires the trust, confidence, commitment of others and welcomes feedback (E)
- Understands, supports and promotes inclusion and diversity in the workplace and every member of the community that the Cathedral serves (E)

### **Terms and Conditions**

#### Working Hours

The working hours shall be 28 per hours a week (exclusive of meal breaks). Some out of hours working will be required to support meetings and events and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

#### Annual Leave

25 days paid leave per annum (pro-rata), in addition to statutory bank holidays (pro-rata), an extra discretionary day at Christmas and an extra discretionary day for one's birthday. After 10 years' service, an additional 5 days paid leave (pro-rata).

#### Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### Notice period

Following probationary period, two months notice on both sides.

#### Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

#### Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

#### Working Expenses

Reasonable out of pocket expenses will be reimbursed.

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### **Privacy Notice**

For more information on how Southwark Cathedral processes applicant data, please refer to our HR Privacy Notice on the Vacancies page on the Cathedral website:

<https://cathedral.southwark.anglican.org/about-us/job-vacancies>