

ROLE PROFILE FOR Executive Officer (Maternity Cover)

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. The role of Executive Support Officer (Maternity Cover) sits within the Archbishops' Council – one of the NCIs – and its Central Secretariat Team.

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 Archbishops' Council Central Secretariat serves the Archbishops' Council, the General Synod (and its three Houses of Bishops, Clergy and Laity), the Business and Appointments Committees, and a number of other related Commissions and Committees. The staff team provides policy and administrative support to all of these bodies.

The Archbishops' Council itself was created in 1998 to 'co-ordinate, promote, aid and further the work and mission of the Church of England'. The General Synod considers and approves legislation affecting the whole of the Church of England, formulates new forms of worship, debates matters

of national and international importance, and approves the annual budget for the work of the Church at national level.

What you'll be doing

As Executive Officer you will be supporting the work of the Archbishops' Council Central Secretariat and will have responsibility for a number of different committees and commissions. This key role provides administrative support and helps to coordinate the activities, meetings, communication and workstreams of the different bodies. In this role you will also be an integral part of the organisation of the Church of England's General Synod and ensuring that it is run smoothly and effectively. This is an exciting opportunity to work in a dynamic environment right at the heart of the governance of the Church of England.

You will be working with a wide variety of colleagues both within the Central Secretariat Team and from several other Archbishops' Council departments. You will also be in contact regularly with trustees, committee members, General Synod members, and senior clergy such as bishops and archbishops.

This role is offered on a 12-month fixed-term basis as maternity cover. We are advertising at 35 hours per week but there is scope to discuss the role at 28 hours per week as appropriate. The role-holder must be willing and able to attend the residential General Synod in London and York, as well as occasional other residential meetings, and day meetings taking place outside of Church House, Westminster.

MAIN DUTIES AND RESPONSIBILITIES

Committees & commissions

- Providing administrative support to various committees and commissions relating to the Archbishops' Council and General Synod: Archbishops' Council, Dioceses Commission, Business Committee of the General Synod, Standing Commission for the House of Bishops' Declaration.
- Preparing agendas, coordinating and sending papers for these meetings. There is a possibility of writing or contributing papers as appropriate.
- Handling correspondence and other communication with members
- Arranging meeting logistics for non-residential meetings. Working with the Event Manager for residential meetings.
- Attending all meetings and helping colleagues to ensure they run smoothly. Running Teams or Zoom for hybrid meetings
- Attending some residential meetings and some that take place outside of Church House, Westminster
- Managing the document storage and delivery system used by the Archbishops' Council - Board Vantage (training provided) – and being the point of contact for members and colleagues
- Offering wider general administrative support to the Central Secretariat Team
- Maintaining and updating webpages relating to relevant bodies that are hosted on the Church of England website

General Synod

- Assisting with logistical arrangements and organisation of General Synod meetings
- Assisting with leading and training the Synod Support Team derived from colleagues across the NCIs to fulfil a variety of logistical roles
- Taking on special General Synod-related projects at the request of the Clerk to the Synod and Events Manager
- Attending General Synod: usually 4-5 days in London in February, 6 days in York in July. 3 days in London in November are kept as contingency in the event that there is a business need for an additional General Synod.

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

- Previous office experience, demonstrating a proven track record in providing administrative support in a busy office and prioritising competing tasks.

Skills & Abilities:

- Proven ability to prioritise, handle tasks and meet deadlines
- Proven ability to communicate and organise ideas clearly both verbally and in written form
- Proven ability to communicate well and work well with a wide variety of stakeholders
- Ability to work in a dynamic environment and to handle concurrent projects and support for several committees
- Adaptable and able to use own initiative and work under pressure
- Fast, accurate and well-presented typing skills
- Excellent and demonstrable IT knowledge, including advanced knowledge of the use of Microsoft Office Suite, especially Excel, Outlook and SharePoint
- Proven track record in the use of databases, word processing skills, spreadsheets and Contact Management Systems
- Attention to detail

Personal Attributes:

- Ability to get on with people easily and to work as part of a team
- Discretion in dealing with confidential matters and sensitive issues
- Self-motivated and well organised
- In sympathy with the aims and ethos of the Church of England

Qualifications & Training:

- GCSE English and Maths or equivalent

Desirable

- Project Management Skills
- Experience of servicing member-led bodies
- Experience of working digitally in the not-for-profit sector
- Understanding of the structure and organisation of the Church of England

Vacancy Summary

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| JOB TITLE: | Executive Officer |
| NCI ENTITY: | Archbishops' Council |
| DEPARTMENT: | AC Secretariat |
| GRADE: | Band 5 Standard Point |
| SALARY: | £40,572 |
| WORKING HOURS: | 35 hours per week |
| PRIMARY OFFICE LOCATION: | Church House, Great Smith Street, Westminster SW1P 3AZ |
| HYBRID WORK ARRANGEMENTS: | Flexible, 2 days per week in the office expected |
| IS HOMEWORKING A REQUIREMENT FOR THE ROLE?: | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?: | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| CONTRACT TYPE: | Fixed-Term, 12 months (maternity cover) |
| IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL | <input checked="" type="checkbox"/> Basic |
| IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE? | <input type="checkbox"/> |
| ORACLE POSITION CODE: | 8101602 |
| COST CODE: | 22004 |
| PARENT POSITION: | 8028732 |