

ROLE PROFILE FOR

Secretary and Adviser to the Interim Support Scheme

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 Interim Support Scheme is a grant awarding scheme for victims and survivors of church-based abuse who are in urgent need of support.

What you'll be doing

The role of Secretary and Adviser to the Interim Support Scheme is to manage the day to day running of the Interim Support scheme, its panel and members.

This role entails responsibility for the organisation and facilitation of regular Interim Support Scheme meetings, liaising with panel members, producing submission papers based on applications from survivors and overseeing meetings, and responding to survivors. It will also involve working with trustees of the Archbishops' Council.

This is sensitive and demanding work requiring a trauma informed response, patience, resilience, a sense of fairness and attention to detail. This post will involve regular contact with survivors and /or their advocates as well as liaison with members of the Finance team to ensure the smooth and swift payment of grants

MAIN DUTIES AND RESPONSIBILITIES

- Managing and maintaining responsibility for the organisation and running of the Interim Support Scheme to provide support to survivors with urgent and immediate needs.
- Providing a trauma informed response to victims and survivors who are making applications to the scheme
- Organising and overseeing regular meetings of the Interim Support Scheme panels that take place three times each month on average, providing advice to panel members based on the Scheme's terms of reference and liaising closely with the Chairs of the panel and other panel members.
- Producing application papers based on submissions from survivors and/or their advocates for consideration and decision at meetings by Interim Support Scheme panel members.
- Providing secretarial support to the panel during and subsequent to meetings Responding to enquiries from survivors and/or their advocates
- Working closely with members of the NCI Finance team to ensure the prompt payment of awards to survivors.
- Developing good financial governance and oversight of payments to victims and survivors
- Liaising with Legal colleagues where necessary
- Working with Safe Spaces to ensure the Interim Support Scheme interfaces effectively with the Safe Spaces service and signpost applicants for advocacy where appropriate
- Supporting the further development of the Interim Support Scheme as the Redress Scheme is launched through liaison with the National Redress Scheme Development Manager and his/her work.
- Liaising with trustees of the Archbishops' Council in relation to policy development and appeals from decisions of the panel.
- Responding to applicant's feedback to improve service delivery

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

Skills/Aptitudes

- Excellent organisational and administrative skills.

- Excellent verbal and written communication skills, including the ability to produce clear written records and reports.
- Ability to work sensitively with survivors in a trauma informed way
- Ability to handle competing priorities under pressure.
- Ability to manage and analyse complex and sensitive information.
- Ability to be a member of a wider team as part of a large national institution and to work collaboratively with colleagues.

Knowledge/Experience

- Understanding of the broader safeguarding field including its social and political context.
- Knowledge of the statutory framework in relation to safeguarding children and adults.
- Experience of managing conflict situations.
- Experience of working in political environments where managing stakeholders and competing perspectives is essential.
- Experience of working in a role requiring significant verbal and written communications with a range of stakeholders, and demonstrable ability to build relationships.
- Willingness to learn and develop safeguarding knowledge.

Personal Attributes:

- A high level of personal resilience – this is a complex role, which will involve an ability to handle difficult situations.
- Confidence and ability to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.
- Ability to provide well-researched high-level advice on a complex range of issues relating to safeguarding, taking into account conflict between different stakeholder groups and the need to promote positive messages about the Church's action on safeguarding.
- Ability to develop and sustain relationships at all levels both inside and outside the Church.
- Ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues.
- Good judgement, patience and resilience.

Circumstances:

- Able to attend dioceses, the House of Bishops and General Synod and other national meetings as required. Occasional travel to London may be required.

Disclosure & Barring Service (DBS) Requirements:

- Does this role require a DBS check? Yes
- If yes, at what level? **Basic**/Standard/Enhanced/Enhanced with Children's and/or Adults' Barred Li

Desirable

- Knowledge of safeguarding is desirable, whether through professional experience or degree subject matter.
- Some knowledge of the structures of the Church of England.
- Experience of policy development and / or project management.

Vacancy Summary

JOB TITLE:	Secretary and Adviser to the Interim Support Scheme	
NCI ENTITY:	Archbishops' Council	
DEPARTMENT:	National Safeguarding Team	
GRADE:	Band 3	Standard Point
SALARY:	£59,248	
WORKING HOURS:	35	
PRIMARY OFFICE LOCATION:	Home based	
HYBRID WORK ARRANGEMENTS:	Click or tap here to enter text.	
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes ☒	No ☐
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes ☒	No ☐
CONTRACT TYPE:	Permanent	
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	☒ Basic	
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	☐	
ORACLE POSITION CODE:	8100367	
COST CODE:	22386	
PARENT POSITION:	Click or tap here to enter text.	