

Job Title	Governance Officer
Reports to	Head of Governance
Team	Governance
Directorate	Finance and Operations
Location	Causton Street
Contract Type	Permanent
Requirement	No DBS Required

Job Purpose	The purpose of this role is to support the Head of Governance and LDF/Diocesan governance bodies by providing administrative and logistical support, including managing meeting calendars, preparing and distributing papers, and maintaining accurate records and membership lists. The postholder coordinates across committees such as the Diocesan Synod, Diocesan Finance Committee, and Strategic Portfolio Board, as well as responding to governance, GDPR, and election-related enquiries.
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About the London Diocese Fund (LDF) and the Diocese of London	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.</p>
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Our Mission, Values, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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Equality, Diversity, and Inclusion Statement	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
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Safeguarding Statement

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job Scope

Direct and indirect reports	None
Budget responsibilities	None
Revenue responsibilities	None
Key Relationships	<ul style="list-style-type: none">• CEO and CEO's PA• Bishop of London's office• Area Bishop's PAs and Area Admin teams• Bishop's Council and Diocesan Synod members• Head of Finance• Director of Strategy and Communications• Volunteers and persons from the deaneries and parishes

Job**Responsibilities****Governance diary management**

- Maintain the Governance calendar, arranging and updating meetings as necessary.
- Arrange meetings of the Data Protection team and Risk management group.
- Agree meeting dates one year in advance for Diocesan Synod (DS), Diocesan Bishop's Council (DBC) and the Audit and Risk Committee (ARC). Set and publish deadlines for submitting and circulating meeting papers.

Support to governance bodies (DS, DBC, ARC, London reps to General Synod)

- Venue bookings, liaison and logistics, including refreshments for DS and DBC, and organising volunteers for Diocesan Synod meetings.
- Collate and proof-reading meeting papers and presentations.
- Make sure all members have access to the papers for meetings (with IT).
- Take minutes for the Data Protection team and Risk management group.
- Pro-actively maintain and monitor action trackers – making sure actions are implemented.

Diocesan Finance Committee

- Monitor Finance Committee Secretary email inbox
- Collate, check (editorial/ formatting/ compliance) and upload deemed papers for DFC meetings – officer approved and shortened procedure, Loans Monitoring Group, Charity Trust Accounts and any other deemed papers for noting.
- Update agenda, summarised minutes and complete minutes in relation to deemed items.
- Make sure all DFC members have access to meeting papers and a zoom link for the meeting.
- Arrange dates of future meetings.

Strategic Portfolio Board

- Take notes of meetings.
- Log and track actions.

Membership lists/ CMS

- Manage the membership records of governance bodies (especially the Synods, Councils and their committees), and the records of those involved in electing the governance bodies, so that they are in a state of readiness for use. Liaise with the Area Administrators and other staff and monitor Deanery Synod movements.
- Maintain permissions for access to papers on SharePoint, adding new members and removing those who are no longer members (with IT).

Advice and Guidance

- Monitor and triage enquiries to the Governance, GDPR and Election inboxes, answering/ redirecting to other teams where possible or referring on to the Head of Governance as appropriate.
- Check responses are provided in a timely way and, for enquiries, developing standard responses to Frequently Asked Questions for the website/ use by the team.
- Maintain the governance pages of the Diocesan website.

Record keeping

- Maintain Governance records including signed minutes, the register of interests for DBC, ARC and Diocesan Finance Committee (DFC).
- Make sure the relevant declarations and Registers of Interest of Trustees and members of key diocesan sub-committees are in place and up to date.
- Monitor the GDPR inbox, ensuring appropriate and timely responses.
- Review and improving Governance record-keeping on SharePoint.

Other duties

- Process invoices and expenses.
 - Support the process for maintaining/ updating the risk register.
 - Support the process for all elections, including the sending, collation and checking of nominations and voting papers, under the direction of the Head of Governance.
 - Support the set-up of Area Council meetings as/when required in collaboration with Area staff.
 - Some evening and weekend meetings will be required (for which time off in lieu will be given).
 - Deputise for the Head of Governance should the need arise.
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**Qualifications,
experience,
knowledge,
skills, and
other
requirements**

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
High level of literacy, business English and ability to proof-read, appropriate for meeting papers.	✓	
Experience of Microsoft suite (MS365) including advanced skills in MS Word, intermediate Excel, PowerPoint and Outlook, use of Teams and SharePoint.	✓	
Use of databases and experience of other digital tools appropriate for meetings (such as Zoom, Mentimeter and AI/ co-pilot for supporting minute taking).	✓	
Ability to prioritise and juggle multiple pieces of work to meet tight deadlines.	✓	
High level of organisation skills and attention to detail	✓	
Strong interpersonal skills with a proven ability to build and sustain relationships at all levels in and across an organisation and externally	✓	
Experience of election processes		✓
<i>Knowledge and skills</i>		
Experience of working in a governance environment/ team		✓
<i>Other requirements</i>		
An understanding of and sympathetic to the life and work of the Church of England		✓
Right to work in the UK	✓	
Willing and able to work evenings and weekends as required	✓	

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.