



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Committee Co-Ordinator

Job Description

PURPOSE

To support the Diocesan Secretary and to ensure the smooth running and effective organisation of key governance and information processes in the Diocese.

REPORTING TO

The Diocesan Secretary

KEY CONNECTIONS

The Diocesan Secretary
Diocesan Secretary PA
Senior Leadership Team
Bishops
Archdeacons
Committee Chairs
Diocesan Registrar

PRINCIPAL ACCOUNTABILITIES

- Under the direction of the Diocesan Secretary, to support the meetings of the Diocesan Board of Finance and its sub-committees;
- In consultation with the Diocesan Secretary, to manage all aspects of synodical governance including elections eg Diocesan Synod and Bishop's Council. To also manage correspondence concerning the business of the Diocesan Synod and its elections.
- Working with Data Analyst to actively manage annual data collection from parishes eg Statistics for Mission, electoral roll, finance returns, energy footprint and Articles of Association.
- To assist with managing and maintaining the Diocesan Risk Register.
- To assist with keeping contact details up to date on our CMS system.

DUTIES AND RESPONSIBILITIES

- 1. Assisting with the planning and delivery of diocesan governance, including:**
 - Ensuring Terms of Reference are updated and reviewed
 - Ensuring membership is appropriately reviewed, maintained and where necessary, elections are carried out
 - Liaising with Chairs to set agenda, assisting with the preparation and circulation of agendas, papers and minutes.
 - Taking minutes at such meetings as required.
 - Booking meeting rooms and ensuring set up ready for the meeting.
 - Maintaining attendance registers and apologies lists.
 - Updating committee membership lists on the central database.
- 2. Assisting with oversight and maintenance of the DBF policies (as well as a number of diocesan wide policies), including:**
 - Updating and maintaining the master policy log
 - Ensuring all policies are reviewed by the relevant committee and at the right time
 - Manage version control on all policies
 - Ensuring relevant policies are accessible to all (ie HR policies are added to the MyHRToolkit)
- 3. In consultation with the Diocesan Secretary, carry out electoral registration duties and assist in the conduct of elections;**
 - To plan and manage the process of elections for General Synod – a process that takes place every six years
 - To plan and manage the process of elections for Diocesan Synod on a triennial basis, including supporting the Diocesan Secretary in his role as the Diocesan Electoral Roll Officer (DERO) in respect of maintaining accurate elector records of deanery synod members
 - To plan and manage the process of elections for Bishop's Council, its sub-committees and other committees, on a triennial basis and as and when necessary to fill casual vacancies.
- 4. To support the maintenance of the Diocesan risk register. Working with the Diocesan Secretary to ensure that:**
 - Risks are identified and assessed
 - Mitigations for risks are identified and owned
 - Actions are taken and the impact on risks of these actions is understood
 - The risk register is communicated to the appropriate parts of the governance structure.
- 5. To be the main liaison between the diocesan staff and the independent GDPR adviser/Data Protection Officer**

6. Provide cover for the Diocesan Secretary's PA
Reception and post cover from time to time.
Any other projects or task that maybe required from time to time.

There is a requirement to attend meetings which are held outside of office hours and this will be in the region of 3 Saturdays per year and 2 or 3 evening meetings per year. These meetings are usually planned well in advance. The postholder will need to be able to travel independently to these meetings which are held within the Diocese.

DECISION MAKING:

The jobholder will:

- need to prioritise work throughout the day, ready to change to a different task in response to new needs/requests arising.
- Set up and maintain effective systems of data management
- Act with authority and confidentiality to prevent or minimise risks
- Develop an understanding of Diocesan Governance and advise others on how this should function.
- Be able to communicate confidently and clearly with senior staff and Clergy and ensure they understand and comply with governance requirements

PERSON SPECIFICATION

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Essential	Desirable
<p>Good general level of education – minimum 5 GCSEs (or equivalent level qualification) including Maths and English</p> <p>Proven administration skills</p>	<p>Administration or business qualification</p>
Skills / Abilities / Aptitudes	
<p>Proven experience of operating in a similar environment of supporting formal committees or Boards and ensuring compliance with regulations. This may have been gained in the public, private, or voluntary sector environment.</p> <p>Effective verbal and written communication skills, including good telephone and email manner</p> <p>A proactive approach, taking responsibility for actions and consequences</p> <p>An ability to meet deadlines and prioritising tasks and acting with grace under pressure.</p> <p>IT skills and knowledge of Microsoft Office, including Word, Excel, Power Point; Outlook and Access, and online tools, such as Survey Monkey.</p> <p>Excellent administrative skills with the ability to work accurately and with attention to detail</p> <p>Handling sensitive and confidential information</p> <p>Secures, builds and maintains good working relationships internally and externally</p> <p>Being a team player</p> <p>A flexible approach to working, including some evenings and weekends, and an ability and willingness to travel to various locations if required</p> <p>Full clean driving license</p>	

Access to personal vehicle	
Work-related Personal Qualities	
<p>An understanding of Governance</p> <p>Ability to think creatively and to anticipate and solve problems</p> <p>Previous experience of working in a charitable environment and with volunteers</p> <p>Experience of using document management systems</p> <p>Understanding of and empathy with the work of the Church of England</p> <p>A willingness to learn new skills and take part in on-going professional development</p>	<p>An understanding of Church or Diocesan Governance</p>

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

Salary	The salary for this post is £17,436 per annum (£29,061 full time equivalent).
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	21 hours per week. We operate a hybrid working policy with office working days to be agreed with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 3 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ However, these offices are currently up for sale, and we are planning a potential move away from this location to new offices within a reasonable distance (either within Ipswich or on the outskirts of Ipswich) which will become the main place of work.

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

For an informed conversation please contact: Gary Peverley 07879 634525

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org/vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

Applications marked 'Confidential Application' to be sent to: HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: Monday 28th April 2025

Interview Date: 6th or 7th May 2025