

## **JOB DESCRIPTION FOR: GOVERNANCE & GRANTS OFFICER**

<b>Location:</b>	Coventry Diocesan Office, with occasional travel required throughout the Diocese and beyond
<b>Hours and Salary:</b>	Salary £18,017.40 per annum (£30,029.00 FTE) Working hours: 21 hours per week (0.6 post). Time off in lieu for some Saturday (up to 5 p.a.) and evening (up to 6 p.a.) meetings.

### **Role Profile**

This role will be a significant contributor to the Diocese of Coventry's governance and grant-giving activities' effectiveness at engaging the people of the Diocese in living out together our Mission Purpose of Worshipping God, Making New Disciples and Transforming Communities. This role works in partnership with the Governance and Parish Returns Officer to cover the requirements of the administration of the DBF's committees.

### **Key Relationships**

The post holder is an employee of the Coventry Diocesan Board of Finance (DBF) and reports to the Director of Finance. The post holder will also interface directly with the Diocesan Secretary.

Other key relationships include the Bishop and staff at Bishop's House, the Diocesan Secretary's PA, the Archdeacons and their PA, the Director of Operations and the Chairs of the House of Clergy, House of Laity, Area Deans and various committees.

### **Main Activities and Responsibilities**

#### **1. Governance Officer – Secretariat (about half of the role)**

- Provide a full secretariat service for key Coventry Diocese and the Diocesan Board of Finance (DBF) meetings providing cover for the Governance and Parish Returns Officer. These may include Bishop's Council (which is also the DBF trustee board), Diocesan Synod (which is also the DBF membership body), and the Business, Glebe, Audit & Risk Committee, Investment Sub-Committee, the annual Support Fund meeting, Diocesan Environment Group, Diocesan Finance Group and any other committee as required by the Diocese.
- Key tasks:
  - Organise agendas and issue papers electronically
  - Book venues and arrange catering for those meetings which are off site
  - Advise and equip committee chairs with special notes, quorum requirement, pre-advised conflicts of interests for trustees and committee members and other procedural advice
  - Take minutes and arrange their approval by committee chairs and circulate to committee members within two weeks of the meeting being minuted
  - Issue and maintain post-meeting action logs for DBF staff follow-up
  - Circulate minutes to the next meeting and where required to Bishop's Council and other committees

- Publish Diocesan Synod papers on the diocesan website
- Maintain records of conflicts of interest for all DBF/diocesan committee members and staff, including sending out an annual conflicts of interest declaration form and collating responses
- Compile and publish an annual calendar of dates for all DBF/diocesan committee meetings

## **2. Governance Officer - Elections and Appointments (a small part of the role except at certain times)**

- Support the PA to the Diocesan Secretary with the elections and appointments to General Synod, Diocesan Synod, Bishop's Council
- Advertising vacancies and managing the process of appointments to diocesan committees. ,
- Update CMS database with contact details for Committee posts
- Prepare and submit reports to the Bishop's Council and Diocesan Synod regarding vacancies and upcoming elections and appointments
- Coordinate inductions for new members and prepare and collate induction material
- Provide advice to parishes and deaneries on how the synodical ladder works relating to PCCs and Deanery Synods, in particular the application of the Church of England's Church Representative Rules
- Collection of annual electoral roll numbers from parishes

## **3. Grants Officer (about one third of the role)**

- For grants to parishes and deaneries from DBF funds open to applications currently including the Diocesan Mission Fund Church Fabric Fund and Church Improvements Fund:
  - Provide advice to parishes and deaneries hoping to submit grant applications
  - Receive grant applications from parishes and deaneries, check compliance with criteria, suggest improvements where appropriate and submit for approval
  - Act as the lead DBF officer advising and supporting the Diocesan Mission Fund Committee and provide recommendations to maximise effectiveness and transparency
  - Ensure the website content for grant applications is kept up to date and easy to use
- For the above and other DBF grants (eg Bishop's mission funds grants):
  - Draft and arrange grant award letters and arrange payment when payment criteria are met
  - Obtain and circulate reports on the projects funded
  - Suggest and support publication of good news stories
  - Analyse and maintain a log of grants awarded and reports received
  - Provide annual written reports on DBF grant awarding activities for the Bishop's Council and for the Trustees' Annual Report
  - Support grant proposals to Bishop's Core Staff and Bishop's Council where requested

Any other duty as required by the needs of the organisation and commensurate with the post.

## PERSON SPECIFICATION FOR: GOVERNANCE & GRANTS OFFICER

	Essential	Desirable	Means of assessment
<b>Qualifications</b>			
Exam success showing intelligence and literacy	√		AF
Qualified Chartered Secretary or equivalent		√	AF
Educated to degree level or equivalent		√	AF
<b>Experience</b>			
Organising meetings and taking minutes	√		AF, I
Attendance at formal Board meetings or equivalent		√	AF, I
Report writing or preparation of formal meeting papers	√		AF, I
Administration within organisations interfacing with a wide range of people	√		AF, I
Application of legal or technical rules or regulations	√		AF, I
Electoral processes		√	AF, I
Preparation or review of grant applications	√		AF, I
Working within the charity sector		√	AF, I
Membership of a PCC or other church leadership body		√	AF, I
<b>Skills and attributes</b>			
A desire to use their gifts in support of the mission and ministry of the Church of England and the Diocese of Coventry	√		AF, I
Good organizer, with an ability to prioritise a varied workload and meet demanding deadlines	√		AF, I
Ability to communicate effectively both orally and in writing	√		AF, I, T
Good listener, with ability to follow, summarise and write up complex conversations	√		AF, I
A self-starter, able to work on their own and ensure deadlines are met, working with and influencing others when required	√		AF, I
Reliable, trustworthy, positive, polite and flexible	√		AF, I
Microsoft Word and Outlook	√		AF, I, T
Microsoft Excel		√	AF, I

Key: AF – Application Form; I – Interview; T - Task