**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Governance Support Officer |
| **LINE MANAGER** | Governance Support Manager |
| **SALARY** | £31,500 per annum |
| **HOURS** | 28 hours |
| **DURATION** | This is a permanent contract for a full role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| To enable effective mission and ministry across the Diocese by:   * Providing a supportive and professional Governance function * Providing Secretarial services to Standing Committee (Bishop’s Council/Board of Director’s/Diocesan Mission and Pastoral Committee) * Providing support on GDPR matters and training * Enabling excellent policy management |

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| **KEY RELATIONSHIPS** |
| * Diocesan Secretary * Chairs of Board of Directors, Bishop’s Council and Diocesan Mission and Pastoral Committee * Bishop’s Office * Archdeacons and PA to the Archdeacons * Diocesan Registrar * Patrons * PCCs / Parish Officers * Church Commissioners * Diocesan and Deanery Synod members |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| **Diocesan Governance - Generally**   * Provide support to the Head of Governance to ensure that all Diocesan Governance is monitored, managed and undertaken, in a timely and professional manner. * Provide support as necessary to the Governance Team to undertake duties in line with the below referenced areas of work and additionally assist an enable the 5 yearly governance review and actions |
| **Standing Committee** (including BDBF Board of Directors, Bishop’s Council and Diocesan Mission and Pastoral Committee)   * Standing Committee secretariat services. This includes but is not limited to collating and sending out papers; arranging meeting venues; setting up and tidying away meetings; and taking and distributing minutes. * Ensuring that the Standing Committee adheres to the Standing Orders. * Attending Agenda Committee meetings to assist in the drafting Standing Committees’ and Diocesan Synod agendas. |
| **The Diocesan Mission and Pastoral Committee (DMPC)** is a statutory committee established under the Mission and Pastoral Measure 2011. The DMPC’s remit is, in broad terms, to keep under review arrangements for pastoral supervision and care in the Diocese and to make recommendations to the Bishop.  The functions of the DMPC in the Diocese are carried out by the Bishop’s Council, which requires it to take a diocese-wide view of issues of policy and strategy around ministerial deployment and resourcing.   * To acquire an understanding of the legal processes required under the Mission and Pastoral Measure 2011; Patronages (Benefices) Measure 1986; and Church Representation Rules. * To manage the pastoral re-organisation process for Pastoral Orders. * To undertake the tasks relating to setting up and altering Bishop Mission Orders (BMOs). * To manage the process for setting up Church Representation Rules Schemes. * To manage the process in relation to the patrons’ rights of presentation to a benefice, including statutory process of consultation when Bishop is considering suspension of presentation. * Liaise with patrons when required so that the patronage register can be updated. * Manage the administration of patronage matters when appointing a new incumbent. * To use and maintain a range of mapping, data and other digital tools and data to enable effective deployment and mission planning. |
| **Diocesan Synod**   * Diocesan Synod secretariat services. This includes but is not limited to collating and sending out papers; arranging meeting venues; organising volunteers to run event; setting up and tidying away meetings; and taking and distributing minutes. |
| **Data Protection – GDPR 2018**  **2.1 Data Protection Support**  The post holder will support teams in enabling data processing activities across the organisation. They will:   * Support Diocese staff and volunteers on issues which affect data and information ownership within the Diocese operations * Provide support for staff to perform GDPR assessments and documenting lawful activities and their control methods * Contribute to training and awareness initiatives that will upskill and self-support staff to comply with GDPR, PECR, ICO guidelines and other relevant data protection frameworks.   **2.2 Back Office Administration**  The post holder will ensure the smooth operations of the Information Governance function by maintaining the back-office functions for data protection. They will:   * Maintain the Record of Processing Activities (ROPA) as our primary point of reference for data protection * Maintain the data protection registers for Legitimate Interest Assessments, Data   Processors and Partners, Purpose Compatibility Assessments, Data Protection Impact Assessments as well as the Data Breach register.   * Coordinate inbound Subject Access Requests, as well as other data rights requests   submission under UK GDPR and the Freedom of Information Act.   * Monitor and log data protection breaches and our response to them. * Ensure the appropriate registration with the Information Commissioner.   **2.3 Digital Transformation and Data Maturity Support**  The post holder will support our Digital Transformation Programme with regard to Data Protection. They will:   * Assist with the implementation of data strategies. |
| **Generally**   * Deputise for the head of Governance in periods of absence from duty * The post holder will be expected to participate and support the Diocese of Bristol’s Transforming Church. Together Strategy objectives   + Support the Head of Governance, ensuring all policies are collated, centrally registered and accessible, reviewed and appraised in a timely and professional manner.   + Assist with set up, arrangements and delivering training and events as necessary |

**SPECIAL NOTES AND CONDITIONS**

Occasional working during evenings and weekends (including Sundays) will be required for which the post holder will be encouraged to take time off in lieu.

The post holder will be required to travel across the Diocese in fulfilling their duties. As public transport to outlying areas is limited, a current driving license and access to own private transport is a requirement.

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| **GOVERNANCE SUPPORT OFFICER PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Experience of working with a range of stakeholders, including volunteers. * Experience in administration and coordination of meetings or work programmes. * Experience of working with a range of stakeholders, including volunteers. | * Experience of reading and interpreting legislation * A sound understanding of GDPR 2018 |
| Education/ Qualifications | * Educated to degree level, or equivalent qualification/experience. |  |
| Skills/ Ability | * Strong time management skills and the ability to manage multiple processes. * Evidence of a structured and organised working style. * Ability to analyse and interpret numerical and narrative data to support work programmes and plans. * Adept at using work applications (such as MS Office) to its full potential and to navigate new software. * Willingness to work under direction and receive delegation. | * To have knowledge and understanding of the Church of England, particularly in relation to ecclesiastical law and specifically the:   + Care of Churches and Ecclesiastical Jurisdiction Measure 1991;   + Patronage (Benefices) Measure 1985   + Mission and Pastoral Measure 2011;   + PCC (Powers) Measure 1956;   + Charities Act 2022;   + Church Representation Rules. |
| Personal | * Respectful and comfortable with the Christian ethos and objectives that underpin our work * Able to demonstrate excellent writing ability for a variety of formats. * Excellent interpersonal skills, including explaining complex information. * Ability to listen and communicate effectively. * Ability to respond sympathetically and professionally to stakeholders. * A high level of integrity, ability to maintain confidentiality and exercise discretion * Ability to think on your feet and use initiative appropriately. |  |

**Date:** 20/08/2024