

**JOB TITLE:** Governance Officer  
**GRADE:** Band L  
**EMPLOYER:** Oxford Diocesan Board of Finance  
**DEPARTMENT:** Secretariat  
**LINE MANAGER:** Head of Grants, Projects and Governance  
**ACCOUNTABLE TO:** Diocesan Secretary  
**RESPONSIBLE FOR:** N/A  
**LOCATION:** Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God’s world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](http://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](http://oxford.anglican.org/annual-review).

**JOB PURPOSE**

Working with others, to support the mission and general business of the Diocese of Oxford by providing a high-quality secretariat service, particularly to the Bishop’s Council, which acts as the Board of Directors of the Diocesan Board of Finance (income £28m, assets £520m, over 100 staff) and Diocesan Synod and other governance tasks

**PRINCIPAL ACCOUNTABILITIES**

1.	To act as Clerk to Bishop’s Council, which is the Board of Directors of the Diocesan Board of Finance.	<b>30%</b>
2.	To act as Clerk to Diocesan Synod.	<b>15%</b>
3.	To act as Secretary to the Appointments Committee, maintaining records of those who are happy to be considered for diocesan roles.	<b>20%</b>
4.	To have primary responsibility for the effective administration of elections within the diocese.	<b>15%</b>
5.	To ensure governance matters are kept under review and up to date and provide appropriate support to committee secretaries and ensuring filing of appropriate returns for the DBF and DT(O)L.	<b>15%</b>

6.	To undertake wider agreed tasks that support the work of the Secretariat department and their own professional development.	5%
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**DUTIES AND RESPONSIBILITIES**

**1. To act as Clerk to Bishop’s Council, which is the Board of Directors of the Diocesan Board of Finance and usually meets five times a year.**

- In consultation with the Agenda Sub-Committee and in liaison with the Diocesan Secretary, prepare and issue the agenda for meetings of the Bishop’s Council and obtain from those concerned all supporting papers.
- Make all necessary practical arrangements for meetings of the Bishop’s Council.
- Ensure the timely despatch of all appropriately formatted papers for Bishop’s Council meetings.
- Attend meetings of the Bishop’s Council and Agenda Sub-Committee and prepare draft minutes of meetings of the Bishop’s Council.
- In consultation with the Diocesan Secretary, deal with general correspondence concerning the business of the Bishop’s Council and keep the Board’s governance under review.
- Maintain the forward workplan for Bishop’s Council.

**2. To act as Clerk to Diocesan Synod which meets three times a year.**

- Prepare draft agendas for Diocesan Synod for consideration by the agenda sub-committee and Bishop’s Council and then full agenda for circulation.
- Ensure all arrangements are made for meetings of the Diocesan Synod.
- Ensure the timely despatch of all appropriately formatted papers for Diocesan Synod meetings.
- With the Diocesan Secretary, prepare a Chairs’ agenda and notices.
- Attend meetings of the Diocesan Synod and prepare draft minutes of meetings of Diocesan Synod.
- Ensure the maintenance of accurate lists of those who are members of Diocesan Synod.
- Prepare updates as required to the Standing Orders and other constitutional documents.

**3. To act as Secretary to the Appointments Committee, maintaining records of those who are happy to be considered for diocesan roles.**

- Prepare agendas and minutes for the appointments committee.
- Retain and keep refreshed and up-to-date records of those willing to be considered for diocesan roles and the skills profile of Diocesan Synod members and others offering committee roles.
- Ensure that approaches are made, and that the committee is informed when committee vacancies are arising.

**4. To have primary responsibility for effective administration of all elections within the diocese.**

- In conjunction the PA to the Diocesan Secretary and the PCC Support Officer, to ensure that accurate records are maintained of eligible voters in elections, which come from parish electoral roll numbers and deanery synod membership lists.
- To disseminate these lists of eligible voters to deanery presiding officers (Deanery Lay Chairs and Area Deans) and for General Synod elections, the diocesan presiding officer (the Diocesan Registrar) and to provide the number of eligible voters to Diocesan Synod and the General Synod Office.
- To support the Diocesan Secretary and Deanery Presiding Officers in the conduct of all elections to the Diocesan Synod (triennial election conducted in 2024) and with the PA to the Diocesan Secretary, to answer queries from deanery presiding officers.
- To support the Diocesan Registrar in the conduct of all elections to the General Synod (next quinquennial election scheduled for 2026).
- To be responsible for administering elections to Diocesan Boards, Councils and Committees.

**5. To ensure governance matters are kept under review and up to date and provide appropriate support to committee secretaries and ensuring filing of appropriate returns for the DBF and DT(O)L.**

- Ensure that we keep up-to-date and under review the diocesan governance structure (which underwent a major review in 2021 and is undergoing a more modest triennial review in 2024).
- Liaise on an ongoing basis with committee secretaries within Church House to provide advice as required and ensure accurate records are retained of who is on what committee and when vacancies are arising or terms of reference need reviewing.
- Handle any governance changes and matters for DT(O)L (which handles the diocese's custodian trusteeship responsibilities) in support of the Company Secretary (the Diocesan Secretary) and that records are maintained of the use of the corporate seal.
- Ensure statutory returns are made to Companies House and the Charity Commission in respect of the DBF and DT(O)L including changes of director.
- Use professional judgement to bring to the Diocesan Secretary's attention any matters that may have a financial impact or reputational risk.

**6. To undertake wider agreed tasks that support the work of the secretariat department of and their own professional development.**

- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager
- Comply and fully cooperate with ODBF health and safety policy
- Maintain up-to-date knowledge of technical competency areas
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities
- Participate in the ODBF performance management processes

## **DIMENSIONS**

- Interprets questions and provides appropriate responses to internal and external enquiries, based on research and/or technical knowledge or experience where appropriate.
- Plan and prioritise the workload to ensure that deadlines are achievable and are met.
- Use discretion and judgement when handling confidential and sensitive matters.

## **PLANNING & ORGANISATION**

- Ensures deadlines are met for the despatch of all appropriately formatted papers.
- Ensures timely completion of all statutory returns.
- In providing governance support, the job holder will track outstanding and incomplete items and ensure timely follow up. This will require discussion and negotiation with Senior members of staff, Heads of Departments and other members of staff.

## **DECISIONS**

- The jobholder must prioritise work throughout the day, ready to change to a different task in response to new needs/requests arising.
- Sets up and maintains effective data management systems for the work area.
- Acts with authority and confidentially to prevent or minimise risks to the delivery of services.
- The jobholder must assess the urgency of requests by phone, email and post and respond accordingly.

## **CONTACT WITH OTHERS**

### **Internal:**

- Diocesan Secretary
- Other staff members of the Secretariat
- Senior Management Group
- All Departments within Church House Oxford

### **External**

- Bishop's Council and Diocesan Synod members
- PCC Secretaries, clergy and other lay church officers
- Diocesan Registry
- Members of the public
- Colleagues in other dioceses and the national church institutions

## **PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- Experience of servicing formal meetings including the preparation of agendas and minutes.

- Effective oral and written communication and interpersonal skills with a wide range of people and levels of understanding, including the ability to listen actively.
- Strong administrative skills, including experience with Microsoft office products.
- Ability to research and then present and explain clearly as well as make recommendations.
- Ability to influence, through effective communication, negotiation, professionalism, and development of trust.
- Ability to prioritise and plan the different areas of the work.
- Ability and initiative to work on and progress different work areas and projects, with a minimum of supervision.
- Understanding of and empathy for the work of the Church of England as well as the ability to subscribe to the organisation’s Christian ethos and values.

**Desirable**

- A relevant professional qualification such as the Chartered Governance Institute.
- Awareness of charity and/or church governance.
- Experience of handling elections
- Report writing skills.
- Experience in writing content for and updating the web.
- Event management.

**GENERAL INFORMATION**

Band	Salary Band L
Remuneration	Salary scale - £28,713.20 to £30,921.84 per annum (FTE £35,412.95 to £38,136.93)  There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.
Hours of work	30 hours per week with regular agreed hours and days.  Your working pattern should be agreed with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	Your annual leave entitlement is broken down as follows:  - During the first year of your employment with us you are entitled to 25 days’ annual leave per annum.

	<ul style="list-style-type: none"> <li>- During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees. In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:</p> <p><a href="https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf">https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</a></p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.</p>
Probation period	6 months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• Travel within the Diocese of Oxford.</li> <li>• Travel to national and regional training and networking events.</li> <li>• Will be required to work occasional evenings (currently 1 each in May and December) and Saturdays (1 each in March, June and November).</li> </ul>

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: End of probation period