



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR SENIOR EXECUTIVE ASSISTANT

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Secretariat team supports the Chief Executive and Estates Commissioners in their leadership and the conduct of the Church Commissioners' business. The Senior EA provides comprehensive and wide-ranging executive assistance and research/ policy support to the Chief Executive and First Church Estates Commissioner in all aspects of their work, as well as acting as an interface between the and the wider Church/ public. This makes it an important role in respect of the Church Commissioners' efficiency and their relationship with, and accountability to, stakeholders.

You will be directly accountable to the Head of Governance and have frequent collaboration with the Chief Executive, First Church Estates Commissioner, the Deputy Chair and other trustees. There will also be regular collaboration with staff at all levels in the Church Commissioners and, at times, other NCIs, including Chief Officers of the other National Church Institutions and their teams.

A significant amount of the work involves minimal supervision, working at your own initiative and being a key point of contact.

What you'll be doing

The Senior EA provides crucial support to the Chief Executive and the First Church Estates Commissioner in their conduct of the Church Commissioners' business in support of the Church of England. This varied work covers first class diary management and logistical support, the provision of high-quality written materials/ briefings, and the design and maintenance of clear and effective systems and administrative processes, relationship management and 'in person' support as required.

MAIN DUTIES AND RESPONSIBILITIES

1. Providing full Executive Assistant support to the CEO (responsible for the overall management of the organisation and its c.150 staff), and the First Church Estates Commissioner (a Governor who chairs the committee responsible for the £10+bn investment fund). Including:
2. Day-to-day responsibility for ensuring the CEO's and First Church Estates Commissioner's complex electronic diaries are proactively and accurately managed. This involves monitoring Inboxes, post and invitations and helping them prioritise and respond, liaising with a range of staff in arranging internal and external meetings via MS Outlook, and being creative when (sometimes last-minute) changes are required or diary clashes must be overcome. Being a trusted point of contact within the department, and a professional, diplomatic representative of the individuals served and the Commissioners as an institution. Devising/ maintaining effective ways of working with the First Church Estates Commissioner and Chief Executive, making best use of the (sometimes limited) face-to-face contact with them.
3. Leading on the organisation of all meetings generated by the First Church Estates Commissioner or Chief Executive (e.g. including roundtable discussions, briefing meetings, interviews, inductions, dinners and other ad hoc events). This involves arranging venues, organising logistics, co-ordinating all briefing and other materials and preparing synopses of papers as appropriate for meetings attended by the First Church Estates Commissioner or Chief Executive, occasionally accompanying them as necessary at such meetings or site visits, logging actions and ensuring these are followed up.
4. Using technology to improve our processes (for example being the departmental lead on Information Management, our Boardvantage governance portal (full training will be available) and basic editing of web pages as required, as well as proactive identification of other areas where technology can help us, and playing a key role in delivering solutions.
5. Co-ordinating and managing all travel arrangements for the Chief Executive and First Church Estates Commissioner, including checking routes, purchasing tickets, booking accommodation and solving associated logistical problems. This work involves liaising with other departments and external organisations and can occasionally include overseeing overseas travel arrangements e.g. visas, inoculations etc.

6. Under the overall direction of the Head of Governance and working alongside the Senior Governance Officer as necessary, supporting the preparation and delivery of some governance meetings and related events. These may include for example the Church Commissioners' Annual Stakeholder Meeting, General Synod fringe meetings (in this regard occasional weekend and evening work is required, sometimes including one full weekend per year at General Synod in York).
7. Pulling together and maintaining presentations, research documents or other resources as required by the CEO and First Church Estates Commissioner, this involves interpreting and summarising documents.
8. Recording/ processing the CEO's and First Church Estates Commissioner's expenses and using a virtual corporate credit card to make certain purchases on their behalf (e.g. equipment, visas).
9. Attending (and sometimes minuting) certain meetings they attend, such as meetings of the Chief Officers or the Joint Staff Council.
10. Dealing sensitively and intelligently with enquiries and re-routing to other departments/staff as necessary, acting as an interface between the CEO and First Church Estates Commissioner, and other departments and bodies, including liaising with senior contacts in external organisations on their behalf.
11. Covering for the PA to the Third Church Estates Commissioner and Director for Planning & Engagement and the Senior Governance Officer in their absence.
12. General office duties e.g. handling correspondence/ enquiries/ post.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge and experience:

- Extensive EA/ Senior PA experience within a senior individual's office

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- Extensive experience of managing online diaries for senior individual(s)
- Evidence of a high level of administrative and organisational ability including document management skills and complete understanding of the full Microsoft suite
- Proven ability to summarise complex documents, extracting and representing key information
- Experience of drafting clear, accurate and sensitive briefing material and longer documents to tight deadlines
- Ability to devise and maintain systems to help yourself and your team keep track of multiple workstreams
- Proven experience of using technology to improve processes and ability to proactively identify areas where technology can help and to help deliver solutions
- Policy work including research, drafting and presentation
- Experience in minute taking and/or drafting correspondence

Skills and aptitudes:

- Proven problem solving and analytical skills.
- Excellent interpersonal skills including the ability to establish positive working relationships with senior stakeholders and to represent the CEO and First Church Estates Commissioner to external partners
- Ability to identify and adapt to changing priorities and work under pressure to achieve deadlines
- Ability to communicate effectively at all levels, both orally and in writing
- Ability to plan your work effectively
- Ability to master and develop new concepts quickly
- Sensitivity and good judgement in dealing with urgent and complex matters
- Dynamic, self-motivated solution finder
- Flexible team player with a strong service mentality

Desirable

- Experience of supporting multiple senior managers simultaneously
- Empathy with the mission and ethos of the Church of England (but please note you do not need to be a member of the Church of England or any other denomination)
- General knowledge of and interest in the Commissioners' work and structure

Vacancy Summary

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| JOB TITLE: | Senior Executive Assistant |
| NCI ENTITY: | Church Commissioners |
| DEPARTMENT: | Church Commissioners Secretariat |
| GRADE: | Band 4 Standard Point |
| SALARY: | £48,557 |
| WORKING HOURS: | 35 |
| PRIMARY OFFICE LOCATION: | Church House, Great Smith Street, London SW1P 3AZ |
| HYBRID WORK ARRANGEMENTS: | Average 2-3 days per week in primary office location, subject to business need |
| SUITABLE FOR FULL HOMEWORKING | <input type="checkbox"/> |
| HOMEWORKING REQUIRED: | <input type="checkbox"/> |
| CONTRACT TYPE: | Permanent |
| IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL | <input type="checkbox"/> Select level of DBS Check required |
| IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE? | <input type="checkbox"/> |
| ORACLE POSITION CODE: | 8017294 |
| COST CODE: | 11103 |
| PARENT POSITION: | 8017296 |