

## **Job Description**

<b>Job Title:</b>	Non-Statutory Meetings and Diary Secretary with Safeguarding
<b>Line Manager:</b>	Canon Steward (also providing administrative support to the Safeguarding Officer c. 2 days per week)
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	£36,000 per annum

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Purpose of the Job**

The purpose of this role is to effectively support the Canon Steward in their role as Chapter's lead for people and resources, including providing support to the Safeguarding function of the Cathedral.

There are three key elements of the role:

1. To provide support for Chapter Committee meetings and events, including scheduling and minute taking, plus room booking, catering and IT set-up.
2. To manage the diary of the Canon Steward, balancing competing priorities, to support the Canon Steward in meeting preparation as required.
3. To provide general administrative support to the Safeguarding Officer including setting up training events, communicating with staff and volunteers, maintaining databases and records.

This role works closely with others who provide administration support across the Cathedral.

## **Main Duties**

### **1. Meeting and event support**

For the following non-statutory Chapter committee meetings (or others as directed):

Access Strategy Committee  
Safeguarding Advisory Group  
Safety Committee

- book and set up meeting rooms, including IT and catering as required;
- send invitations;
- welcome visitors at Chapter House, including occasional provision of refreshments;
- assemble and circulate agendas and committee / meeting papers as required;
- take minutes and record actions, coordinate and follow up actions, maintain action trackers as required;
- answer or direct enquiries from committee / meeting members.

### **2. Diary management**

For the Canon Steward:

- provide management of the Canon Steward's diary and appointments;
- set up meetings as required, manage room bookings and invitations;
- make travel arrangements, and book courses, as required;
- facilitate expenses reclaims;
- provide other ad hoc general administrative support as requested.

### **3. Administrative support for the Safeguarding function**

- Provide support to the Safeguarding Officer to organise and deliver a programme of safeguarding training to staff and volunteers.
- Organise Safeguarding Case Management Group Meetings, monthly Safeguarding meetings or other meetings with partner organisations including the Diocese and LADO, including sending invites, taking notes or recording and maintaining action trackers, as required.
- Provide general administrative support, including maintaining databases and records and reviewing the safeguarding inbox as required.

### **4. Other**

- Arrange and attend regular 1:1 meetings with the Canon Steward and catch ups with the Safeguarding Officer.
- Keep up to date with IT software updates and assist the Canon Steward in their use of IT.

- Take responsibility for personal professional development, bringing to the attention of the Canon Steward any training or development opportunities that will assist the role.
- Attend PA/Admin team meetings to bring together Cathedral admin to share experience and updates.
- Assist the PA/Admin team with the meeting arrangements for 5-6 all-staff meetings per year.
- Remain up to date with statutory training including safeguarding, fire safety and health and safety.

The role may require some occasional out of hours or weekend working, compensated with time off in lieu. Occasional home working may be possible.

### **Person Specification**

Essential experience, knowledge and skills:

- experience at a comparable level in a complex organisation.
- proven organisation, prioritisation and time management skills.
- confident, clear and effective communication skills both written and verbal.
- proven experience in diary management and taking accurate minutes and actions.
- able to maintain accurate databases and records.
- excellent IT skills.
- excellent attention to detail.
- able to work in a very busy environment and remain calm under pressure.
- able to think quickly, make decisions and to move as required from one task to another.
- able to juggle multiple tasks, keeping stakeholders informed of progress.
- ability to work with discretion and to maintain confidentiality.
- a high level of emotional intelligence, able to relate easily to people at all levels and to build strong and effective working relationships internally and externally.
- self-motivated, able to take responsibility with confidence, to use initiative and work without close supervision and alone, while also being a good team worker when required.
- friendly and approachable and able to show commitment, flexibility and patience.
- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- adherence to Cathedral Safeguarding Policies and willingness to attend Safeguarding training and report any Safeguarding concerns through appropriate channels.

Desirable experience, knowledge and skills:

- some knowledge of the Church of England, its structure and workings.
- a general appreciation of Christian faith and the role of the Church of England in the country.
- some familiarity with safeguarding requirements and procedures and best practice within the Church of England, education or similar setting.
- some familiarity with the City of London, its livery companies and leading institutions.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.