

EXECUTIVE ASSISTANT

CHURCH COMMISSIONERS FOR ENGLAND –
INVESTMENT DIVISION



JOB TITLE:	Executive Assistant
LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
ACCOUNTABLE TO:	Chief Investment Officer (CIO)
KEY RELATIONSHIPS:	CIO, Senior Leadership Team, and members of the Investments Division, Trustees and Board Members. Frequent contact with other secretariats' staff and others across the National Church Institutions (NCIs).
BACKGROUND:	The Church Commissioners for England is a statutory corporation that is a major financial institution managing over £10 billion assets for the Church of England and an administrative body with regulatory and quasi-judicial duties. It has representatives of Church and State on its governing body and is answerable to Parliament and the General Synod of the Church of England. Financial returns are used to support the mission and ministry of the Church of England.
JOB SUMMARY:	To provide high-level executive assistance, administrative and secretarial support to the CIO and other Senior Leaders within the Investments Division. This will include responsibility for a wide range of activities including key administrative tasks, drafting papers, research, providing insights for briefings and support on the delivery of specific projects and events.

MAIN DUTIES AND RESPONSIBILITIES

- Provide full Executive support to the CIO, who is responsible for the oversight, management, stewardship and support of the Church of England's endowment fund. Supporting other Senior Leaders with administrative support.
- Day-to-day responsibility for ensuring the CIO and other Senior Leaders' complex electronic diaries, inboxes, enquiries and post are proactively and accurately managed.
- Co-ordinate and manage all travel arrangements for the CIO and other Senior Leaders.
- Co-ordinate and manage arrangements for all Board/Committee meetings and events, including arranging dates, rooms, preparing materials/equipment, refreshments for meetings, and on occasion accompanying the CIO and other Senior Leaders at meetings or site visits to take minutes and log actions.
- Forward planning to ensure the CIO is briefed on forthcoming deadlines and events so that he or she is well prepared.
- Collate presentations, research and communication documents or other resources as required by the CIO in production and maintenance of departmental resources.
- Support on various projects for the CIO, as appropriate by assisting with planning, coordination, and execution by managing timelines, organising resources and tracking progress with stakeholders to ensure timely project deliverables.
- Manage the maintenance and optimisation of certain departmental resources, documents or other resources as required by the CIO.
- Record and process the CIO's and some Senior Leaders expenses and make certain purchases on their behalf (e.g. equipment, visas).
- Deal sensitively and intelligently with enquiries and re-routing to other divisional team leads/staff as necessary, acting as an interface between the CIO, and other departments and bodies, including liaising with senior contacts in external organisations on their behalf.

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

PERSON SPECIFICATION

ESSENTIAL

KNOWLEDGE/EXPERIENCE:

- Extensive EA/ Senior PA experience supporting multiple senior managers simultaneously.
- 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.
- Ability to devise and maintain systems to help track of multiple workstreams.
- Communications and Policy work including research, drafting and presentation.
- Experience of drafting clear, accurate and sensitive briefing material and longer documents to tight deadlines.
- Experience in minute taking and/or drafting correspondence.
- Evidence of a high level of administrative and organisational ability including document management and IT skills.
- Ability to adapt to changing priorities and work under pressure to achieve deadlines.
- Proven problem solving and analytical skills.
- Evidence of planning own work effectively.
- Sensitivity and good judgement in dealing with urgent and complex matters.
- Ability to master and develop new concepts quickly.
- Sensitivity and good judgement in dealing with urgent and complex matters.
- Experience of project management and of managing stakeholder relationships.

SKILLS/ABILITIES:

- Experience of communicating effectively with a wide range of stakeholders, both orally and in writing.
- Excellent interpersonal skills including the ability to establish positive working relationships with senior stakeholders and to represent the investments Division to external partners.

QUALIFICATIONS/TRAINING:

- Educated to an A-Level standard or equivalent.

PERSONAL ATTRIBUTES:

- Dynamic, self-motivated, solution finder.
- Flexible team player with a service mentality.

CIRCUMSTANCES:

- Some tasks may occasionally involve working out of normal office hours to meet deadlines and urgent matters.

GENERAL INFORMATION

WHO WE ARE AND OUR VALUES

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.

STANDARDS OF BEHAVIOUR AND CONDUCT

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

HEALTH AND SAFETY RESPONSIBILITIES

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

CONFIDENTIALITY

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT

SALARY AND INCENTIVE:	Salary and incentive are competitive.
LOCATION:	Church House, London (currently Hybrid 2-3 days in the office)
HOURS OF DUTY:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.
PENSION CONTRIBUTIONS:	Staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. The National Church Institutions have an income protection insurance arrangement.
PRIVATE HEALTH INSURANCE:	Staff will be automatically enrolled in the AXA and Medicash Private Health Schemes unless they choose to opt out.
ANNUAL LEAVE:	25 days paid leave per year. This is exclusive of public holidays and additional holidays approved by your employer.
SEASON TICKET LOAN:	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
CONTRACT:	The post is offered on an open-ended contract, subject to a six- month probationary period.

Please contact **Sarai Belboda** at hr.investments@churchofengland.org for more information.