

# CHIEF OF STAFF

CHURCH COMMISSIONERS FOR ENGLAND –  
INVESTMENT DIVISION



CHURCH COMMISSIONERS *for* ENGLAND

JOB TITLE:	Chief of Staff
LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
ACCOUNTABLE TO:	Chief Investment Officer
KEY RELATIONSHIPS:	CIO, Investments Senior Leadership Team, and members of the Investments Division, Trustees and Board members and wider members of the Commissioners' staff, external advisors and organisations.
BACKGROUND:	The Church Commissioners for England is a statutory corporation that is a major financial institution and leader in responsible investment, managing over £10 billion of 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:	The Chief of Staff role is a newly created position to work for and alongside the CIO. This role integrates internal & external communications, project management and senior stakeholder relationship management. It offers a unique opportunity to gain a strategic perspective across the Church Commissioners' investments (both public markets and alternatives), core business areas & processes and team management. It will be crucial for aligning team efforts across the division. This will be a highly dynamic role and responsibilities will vary according to needs.

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# MAIN DUTIES AND RESPONSIBILITIES

## STRATEGIC PROJECT MANAGEMENT

- Lead or support key strategic projects or management initiatives from conception through execution, working with other members of the leadership team as appropriate.

## GOVERNANCE & COMMITTEE MANAGEMENT

- Support the CIO in managing and delivering Trustee & Committee Meetings, liaising with key stakeholders as appropriate. Support CIO to periodically review and adjust Committee responsibilities and protocols, to ensure effectiveness.

## CONTENT PRODUCTION

- Lead or support the production of content for external engagement, internal briefings, Trustee meetings, focusing on writing, research, and analysis.
- Assist with coordination of key reports and publications. Presentation and dashboard development.

## COMMUNICATION

- Handle internal and external communications on behalf of the executive team where appropriate.
- Foster and promote a positive organisational culture.

## PROCESS IMPROVEMENT

- Where appropriate work with CIO and other members of the leadership team to enhance the Investments team's productivity by managing specific projects to improve day to day efficiency and drive consistency of content across the division.

The main duties and responsibilities of this post are outlined in this job description. This is a dynamic role; the 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 any reasonable changes to your job description that are in line with the general nature of your post.

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# PERSON SPECIFICATION

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## ESSENTIAL

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### KNOWLEDGE/EXPERIENCE:

- **Stakeholder Management & political intelligence:** Proven experience in managing and engaging with senior stakeholders.
- **Research & Project Management Expertise:** Experience sourcing, summarising, and communicating complex topics in clear, consistent & audience friendly way. Critical thinker. Numerate.
- **8+ years' experience**
- **Financial services or strategy consultancy experience, ideally with a background in investment.**

- **Autonomy and Collaboration:** Ability to work autonomously while seeking input from a wide range of stakeholders. Self Starter.
- **Responsiveness:** Delivery-focused, able to produce quality work swiftly and prioritize a varied workload.

### CIRCUMSTANCES:

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

### SKILLS/ABILITIES:

- **Organisation.** Be extremely organised. Be able to break complex projects down into deliverables or work streams and drive execution across the function.
- **Communication Skills:** Skilled in flexing communications style to successfully engage with a range of stakeholders. Strong PowerPoint and written skills are essential.
- **Flexibility:** Copes well with fast moving & complex agenda. Able to anticipate issues/changes and proactively identify solutions & get ahead of them.
- **Enterprise mindset:** able to consider the interests of the division as a whole and manage competing priorities/agendas. Strategic.

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# 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.

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# TERMS OF EMPLOYMENT

SALARY:	Salary is 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 Mediacash Private Health Schemes unless they choose to opt out.
ANNUAL LEAVE:	30 days paid leave per leave 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 a 2 year contract, subject to a six-month probationary period.