

Application Pack

Job Title: Chief Operating Officer

Reports to: Secretary General

The Chief Operating Officer will take responsibility for the day-to-day performance and efficiency within the General Synod Office, providing line management support for a multi-disciplinary team, facilitating cross-organisational working and supporting the Secretary General by overseeing operational and compliance matters.

The principal responsibilities of the Chief Operating Officer are to:

- Provide management oversight for the areas of Church Relations, Safeguarding, Front of House / Office Administration, and Net Zero (4/5 direct reports).
- Coordinate the day-to-day work of the General Synod Office, facilitating cross-team collaboration.
- Take responsibility for operational and compliance matters, including: IT and the development and maintenance of digital filing systems, data protection, HR processes and procedures, insurance, Health & Safety, property and facilities, and Home Office UKVI compliance.
- Line manage, develop and empower staff, promoting a culture of continuous improvement.
- Source training and development opportunities for individuals and teams.
- Contribute to the development and delivery of strategic and operational plans.
- Ensure the smooth running of Boards and committees, providing (or overseeing the provision of) administrative support for committee chairs and following up on action points.
- Contribute to the planning and delivery of the annual General Synod meeting.
- Produce reports and draft proposals for committees and internal and external stakeholders.
- Produce, or oversee the production of, support materials for dioceses and congregations.
- Develop policies and procedures for the GSO ensuring compliance.
- Develop a suite of key performance indicators and monitor performance.
- Serve as the Company Secretary and Data Protection Officer for the GSO.
- Deputise for the Secretary General as required.

This job description is not exhaustive and is likely to change as the GSO evolves.

Person Specification

Criteria	Essential	Desirable
Qualifications	Degree	Management qualification (eg HR, business administration)
Experience	<p><i>You will have at least three years' experience in a position of leadership along with demonstrable experience of...</i></p> <ul style="list-style-type: none"> Managing, developing and empowering a team Driving continuous improvement and demonstrating success Developing and implementing policies and procedures Writing high-quality reports, policies and proposals Servicing committees or boards Forging productive partnerships with stakeholders 	<ul style="list-style-type: none"> Managing a multi-disciplinary team Delivering organisational change
Knowledge	<p><i>You will have:</i></p> <ul style="list-style-type: none"> An understanding of, and sympathy for, Anglicanism and the values and mission of the Scottish Episcopal Church A well-developed understanding of good governance and compliance 	
Skills	<p><i>You must be able to:</i></p> <ul style="list-style-type: none"> Inspire and motivate staff, promoting a spirit of team-work Develop innovative solutions to complex problems Use evidence to inform decision-making Use a range of Microsoft Office tools 	
Attributes	<p><i>You will be:</i></p> <ul style="list-style-type: none"> A person of integrity A problem-solver and 'fixer' An excellent communicator Strategic Organised Resilient Committed to inclusion Comfortable with ambiguity Committed to assisting the Scottish Episcopal Church in its mission and ministry 	

How to apply:

Please download the application pack and return the completed application form to Donna Glass at: DonnaG@scotland.anglican.org. Note that CVs will not be accepted in lieu of an application form.

Closing date: 12 noon on Tuesday, 21 May 2024

Interviews: 28 May 2024 (afternoon) in Edinburgh

Outline Conditions of Service

Chief Operating Officer

Full-time – 35 hours per week

1. Salary

The salary range will be within the Principal Officer Grade, currently £57,320 - £62,177 per annum. Placing within the range will be in accordance with relevant experience.

2. Holidays

28 working days leave per year and seven statutory holidays. Three days leave require to be taken between Christmas and New Year.

3. Sick Pay Scheme

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

4. Pension Scheme

Employees are eligible to join a non-contributory defined benefit (final salary) Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer (currently at the rate of 32.2% per annum). There is also a Death in Service Benefit.

5. Period of Employment

Following satisfactory completion of a six-month probationary period, during which a four-week notice period applies (otherwise than in the event of gross misconduct), the post is of unlimited duration. A notice period of three months on either side will apply.

6. Retirement

There is no compulsory retirement age applicable to the post.

7. Allowances

Actual expenses incurred while engaged on General Synod business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 45 pence per mile). The post is a province-wide (national) one and will therefore require travel across Scotland.

8. Hours of duty

35 hours per week, the specific hours in the week to be agreed. (Normal full time office hours are from 8.45 to 5.00 pm Monday to Thursday and 8.45 am to 3.45 pm on Friday.) Occasional evening and weekend working will be required as part of the role.

There may be occasions when it is not possible to confine working hours to such hours and the working week may be longer. No compensatory payment is available unless exceptional circumstances pertain but a flexi-time system operates allowing for some appropriate time off in lieu.

9. Location

The place of work will be the General Synod Office at 21 Grosvenor Crescent, Edinburgh but with the possibility of some home working.