

Governance and Compliance Officer

General Synod of the Scottish Episcopal Church

Salary	£34,770
Contract	Full-time, permanent
Hours	35 hours per week worked across five days (.8 FTE or 28 hours will also be considered). Some occasional evening or weekend work may be required with time off in lieu.
Location	21 Grosvenor Crescent, Edinburgh (usually three days a week in the office and as duties require) with occasional travel in Scotland.
Annual leave	28 days of annual leave, plus 10 public holidays

Purpose of this role

The Governance and Compliance Officer will bring professionalism and consistency to the way we service our boards and committees, enabling better information-sharing and decision-making. The postholder will also support congregations across Scotland in meeting their statutory obligations in relation to compliance.

Who are we?

The Scottish Episcopal Church (SEC) is a diverse church in the liturgical tradition, with approximately 300 congregations across Scotland. We are part of the Worldwide Anglican Communion. The General Synod of the Scottish Episcopal Church is a registered charity serving the Church at national (or 'provincial') level. The General Synod Office, with a staff complement of c.30, supports dioceses (regions), congregations, clergy and laity across Scotland and facilitates the governance of the Church.

Who we're looking for...

You should have demonstrable experience providing secretariat support to committees and have a good understanding of governance and of external statutory and regulatory requirements for compliance (for example, data protection and health and safety), preferably in a charity setting. You will also be highly organised, have excellent administrative skills and be confident in dealing with a wide range of people, both staff and volunteers.

This is a wide-ranging role which will require flexibility and adaptability.

We are an equal opportunity employer and invite applications from people of all backgrounds and from any faith or none.

Duties

Governance (approx. 70%)

To support the Secretary General (the CEO) and the Convener of the Provincial Standing Committee (the Chair of the Board of Trustees) to facilitate good governance by

- ensuring agendas, papers and minutes are drafted and issued in a timeous manner
- providing guidance and support to secretaries and / or clerks of sub-committees to ensure consistency of governance processes
- supporting conveners to develop work plans and track performance against objectives
- taking forward actions from boards and committees
- contributing to the induction of new board and committee members
- carrying out discrete pieces of research arising from board and committee actions
- assisting with the production of high-quality papers, reports and presentations
- adopting innovative technologies to improve administrative processes, and training others to use them
- contributing to reviews of governance structures and effectiveness
- supporting processes and procedures for filling board and committee vacancies
- maintaining accurate records, and contributing to the development and implementation of record management procedures and systems
- identifying issues and responding to queries
- preparing an annual schedule of board and committee meetings in consultation with conveners
- contributing to the planning and delivery of the annual General Synod (the Church's parliament), including clerking the General Synod meeting

Compliance (approx. 30%)

To support the Chief Operating Officer and the wider Province (that is, the Church across Scotland) by

- contributing to the development and implementation of compliance-related policies under the direction of the Chief Operating Officer
- serving as the initial contact for the Province on compliance matters, signposting enquirers to guidance and helping to demystify compliance for clergy and volunteers in congregations
- rolling out new guidance to dioceses and congregations, eg the recently developed guidance on data protection / GDPR specifically designed for churches of the SEC

Depending upon the post-holder's skills and abilities, there may be an opportunity to carry out occasional training sessions for dioceses and churches in relation to compliance matters.

The above duties may change depending upon the needs of the organisation.

Key Relationships

You will regularly interact with the Senior Leadership and Management Team of the General Synod Office, Board and Committee Conveners, the College of Bishops, diocesan staff (that is, staff in the regional offices of the Church), clergy and office holders in local congregations.

Person Specification

Criteria

Education	Educated to degree level (or equivalent experience)
Knowledge and Experience	<p>A minimum of three years' experience of office systems and procedures, with some experience of providing administrative support at a senior level</p> <p>Demonstrable experience servicing boards and/ or committees</p> <p>A developed understanding of governance in a charity context</p> <p>Knowledge of external statutory and regulatory frameworks and the importance of compliance and record management (e.g. GDPR)</p>
Skills	<p>Excellent planning and organisational skills with attention to detail</p> <p>High level of written and oral communication skills</p> <p>Ability to maintain confidentiality</p> <p>Ability to use a range of IT packages, including MS Office and Sharepoint</p> <p>Comfortable learning new systems and a willingness to adopt innovative tools</p>
Attributes	<p>You will be:</p> <ul style="list-style-type: none"> • Organised, responsible, efficient, and self-motivated • A supportive and engaged colleague • A person of integrity • Interested in learning and developing, including learning new technologies • Flexible and adaptable with a positive attitude • Committed to inclusion

For an informal chat about this role, please send an email with your contact details to Mrs Donna Glass: DonnaG@scotland.anglican.org.

Benefits

The General Synod of the Scottish Episcopal Church operates a work place pension scheme and offers flexible working and family friendly policies.

How to apply

Download the application form and send to DonnaG@scotland.anglican.org. You are welcome to send a CV along with your application form; however, CVs will not be accepted in lieu of applications.

Closing date 12 noon on Monday, 2nd December 2024

Interviews Interviews will likely be held on 11 and 13 December in Edinburgh

Pre-employment checks

We are committed to the safeguarding and welfare of all staff and volunteers. We use a thorough and rigorous recruitment and selection process to ensure this commitment is not compromised. Pre-employment checks include:

- PVG Scheme check (Basic disclosure)
- Two references, one of which must be from your current or most recent employer
- Eligibility to work in the UK

Please note: You must have the *unrestricted* right to work in the UK to be eligible for this post.