

CHURCH OF IRELAND

DIOCESE OF DOWN AND DROMORE

JOB DESCRIPTION

Title of post:	Diocesan Secretary
Location:	Church of Ireland House, Donegall Street, Belfast
Reports to:	The Bishop of Down and Dromore
Responsible to:	The Bishop of Down and Dromore

Job Summary:

To oversee, under the guidance of the Bishop, the delivery of the work of the diocese; to ensure the effective and efficient running of the diocesan office; and to build and line manage the team at Church House. The post holder will support the Bishop on issues of probity and governance.

Main Responsibilities:

1. Strategic planning and development.

- a. a. Work with the Bishop to plan and take forward the work of the diocese, ensuring that resources are utilized in line with any plans.
- b. Develop collaboratively, as appropriate, new plans and strategies for approval by the Bishop and Diocesan Council, to help the diocese to move forward with missional objectives in line with diocesan priorities.

2. Staff management.

- a. Day to day management of all designated staff.
This should include: Regular target-setting, review and appraisal processes, and provision of ongoing feedback and support to improve performance.
- b. Responsibility for ensuring the safety, welfare and conduct of all personnel working in the office, taking appropriate action, and advising the Diocesan Staff Committee accordingly, to ensure that health and safety requirements and all legal obligations are addressed.
- c. Maintain human resources records as required by law, best practice and by the Bishop and staff committee.
- d. Maintain, develop and implement all relevant policies and procedures to enable the diocesan office to meet current legal requirements. This should include recruitment, grievance, disciplinary, target setting, review and appraisal, salary management, etc.
- e. Provide regular reports and recommendations to the Bishop and/or staff committee, making them aware of any staffing issues which may have significant legal, operational or procedural implications, and advise on courses of action; and to provide regular reports to the Bishop on the development of diocesan missional and ministry targets.

- f. To supervise the staff in areas of ministry development, finance and communications, and to unite the staff together as a team.

3. Resource Management

- a. Ensure the day today management of the diocesan office at every level and, if necessary, manage the relationships with other occupants and tenants to ensure that the building is maintained in a safe, sustainable and clean condition.
- b. Ensure that the materials and supplies are available for maximum effectiveness and efficiency.
- c. Ensure the upkeep of appropriate, good quality and up-to-date records.
- d. Ensure appropriate modern and efficient IT based and paper systems for data security and effective management.

4. Supporting the Diocesan Council.

- a. Ensure that appropriate secretarial and administrative support is provided to the council and its committees.
- b. Advise the council on practical matters as required, including updates on parochial and diocesan matters, providing written or verbal reports as necessary.
- c. Keep up to date with all current and proposed legislation which may affect the diocese. Make the Bishop and council aware of any such legislation, and make recommendations on appropriate action.

5. Advising parishes and other forms of church in the diocese.

- a. Advise in relation to responsibilities, diocesan requirements, property management, staffing, etc.
- b. Ensure that necessary returns are made to the diocese.
- c. Assist parishes in finding the necessary professional advice.
- d. Inform parishes where legislative, diocesan or practical change may be necessary.

6. Other duties

- a. Work closely with the Bishop to give shape and direction to the mission of the diocese.
- b. Maintain good relationships with a wide range of external, statutory, church and professional organisations.
- c. Work with other bodies collaboratively which this is in the interests of the diocese.
- d. Provide support to the Bishop and archdeacons on a range of operational matters, as required.
- e. Any other reasonable duties that the Bishop of diocese may from time to time require.

Terms of appointment

Salary: Will be in the range of £30,000 - £35,000 p.a.

Terms of contract: Permanent

Hours: Generally 9-5.15pm, 37.5 hours weekly, with a degree of flexibility to meet the needs of the Diocesan office.

Probationary Period: External appointees will be subject to the satisfactory completion of a six month probationary period.

Pension: The employer will comply with its obligations regarding the new pensions AUTO ENROLMENT regulations (which also require an employee contribution to be made)

Location: The Bishop of Down and Dromore and his staff are currently located in Donegall Street Belfast. The postholder may be required to work at any location in the greater Belfast area.

Note: Staff will be employed by the Joint Committee representing the Diocese of Connor and the adjacent diocese of Down and Dromore but will work exclusively in the Bishop of Down and Dromore's staff team.