Governance, Leadership and People Officer

Job Description

Job Purpose

To provide high-quality governance, executive administration and confidential organisational support to the Board of Trustees and Senior Leadership Team, ensuring the effective operation of the college's governance and leadership functions and a positive working environment for its staff.

Context

Emmanuel Theological College was launched in 2021, and has quickly become one of the largest providers of ordination training in the Church of England, as well as a whole range of programmes to support the formation, education and training of leaders and ministers for the churches in the North West of England. Its undergraduate and postgraduate programmes are validated by the University of Durham. It has recently developed programmes for the formation and training of children, young people and family workers, and is growing its work to support the ongoing ministerial development of serving clergy and lay licensed ministers.

This is a new post created to significantly enhance the quality and robustness of Emmanuel's governance and leadership functions, by ensuring its structures and processes function professionally providing a solid foundation for the college's operation and continued growth. The college's nature as a Charity, a Higher Education institution, and a Church of England theological college, mean its business is structured through interconnected boards and committees, from the Board of Trustees and its subcommittees, to the College's Senior Leadership Team, and internal boards and working groups which ensure student representation, continuous improvement and the delivery of academic standards and the student experience. At the heart of this role is working with the Dean (who is the Chief Executive) to ensure that these structures work seamlessly, with business conducted in the right place in a timely matter, with appropriate transparency and communication. It involves drafting agenda, coordinating papers and taking minutes, but more importantly ensuring the flow of decision-making and communication across the organisation. Alongside this, we are looking to move to a more robust and transparent approach to supporting our 26 staff, ensuring consistency in how staff are treated within a clear policy framework appropriate to our size. The governance, leadership and people officer will work closely with the Dean to bring about and maintain this new approach to our people.

The post is accountable to the Dean, though will involve close working relationships with the Academic Registrar, who takes responsibility for our student facing services, and the Director of Operations, who handles the finance and operational side of the college. Your main place of work will be in the office base alongside six other operational and support services staff (i.e. the non-tutorial staff).

Main Duties and Responsibilities

1. To act as the Clerk to the Trustees:
    a) ensuring that the Trustees receive the information needed to fulfil their responsibilities;
    b) supporting the Chair of Trustees and Dean in ensuring governance effectiveness, and the planning and conduct of the Board of Trustee meetings;
    c) drafting agenda, organising the papers for, and taking minutes of the Board meetings, and ensuring follow through on the action list;
    d) similarly supporting the four board committees (finance and business; audit and risk; formation, education & training; and people) and their Chairs, ensuring governance effectiveness and the smooth flow of business and reporting between the committees and the main board.

2. To be the secretary to the Senior Leadership Team (SLT):
    a) working with the Dean to plan the business and common life of the SLT;
    b) drafting agenda, organising the papers for, and taking minutes of the SLT meetings, and ensuring follow through on the action list;
    c) attending to the overall effectiveness of the structures and communication within Emmanuel.

3. To work with the Dean and the Trustees' People Committee to steadily consolidate and bring transparency and consistency in our arrangements for our people:
    a) supporting the development and operation of an appropriate policy and process framework;
    b) ensuring robust and confidential HR records;
    c) promoting and recording training and development opportunities for our people;
    d) ensuring appropriate quality assurance processes in relation to associate tutors and visiting contributors.

4. To maintain a log of the dates and requirements for compliance with external partners and regulators, such as the Office for Students, Charity Commission and Durham University (Common Awards) to support staff in meeting these requirements.

5. To administer other boards and working groups which at any time function within Emmanuel:
    a) to liaise with and support the staff member chairing the board/groups to ensure the proper, timely and transparent conduct of business;
    b) to brief the Dean on the work of boards and working groups so that together we can ensure that business and communication flows across the College.

6. To organise staff meetings
    a) with the Dean and SLT to ensure that the monthly main face-to-face staff meetings, and the monthly online 'catch-up' staff meetings, are well planned with clear communication and follow through;
    b) to coordinate with the Director of Operations who arranges the practical aspects of the staff meetings.

7. To support the Dean with elements of diary management, organisation and hospitality for external meetings, such as with the Bishops, the Office for Students, University Partners and the Church of England's Ministry Development Team.

8. To maintain accurate and complete records which are suitably stored/shared.

9. To maintain own professional development and stay up-to-date on regulatory changes and developments in best practice.

10. These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required, consistent with the grade of the post.

Development Opportunities

This role offers the opportunity to develop the skills and experience of bringing robust, transparent professional structures and processes to a growing values-driven charity working in the highly regulated Higher Education sector, with a focus on governance and people. It could be a great opportunity for someone with either an education, HR, administrative or executive assistant background to gain broader experience, building on their existing skills, to make a contribution to the thriving of the whole organisation.

We would not expect you, when you begin, to have experience of all of the areas covered, but to have the commitment, attention to detail and people-skills to learn and grow. Frequently you will be working very closely with the new Dean who has significant governance, leadership and management experience. As you succeed in this role, you will build a portfolio of demonstrative competence in governance, people and organisational structures which are in high demand in the charity and educational sectors. This post could be a stepping stone into management in the third sector as you experience the revitalisation of governance and leadership in an organisation.

Vision, ethos, values

Emmanuel is jointly owned by the Bishops and Dioceses of Blackburn, Carlisle, Chester, Liverpool, Manchester, and Sodor and Man, with charitable objects to advance theological education in areas of Christian faith, mission, practice and dialogue. From this arises our vision *to equip the whole people of God for the whole mission of God today*, within a community ethos that is Christ-centred, Hope-filled, and Mission-orientated. This gives rise to our distinctive values as a Christian Learning Community, with an outward-looking generous approach to the wider community in the North West.

Excellence, curiosity, hospitality, integrity, and rootedness are the values by which we approach and organise our work. These qualities are expected of all members of our team, and we seek to encourage them throughout our community life. Our team is prayerful, positive, and enthusiastic and committed to resourcing the mission of the Church in the northwest and beyond. Whatever your personal faith-commitment, you would need to be comfortable operating within an organisation which is part of the Church of England, and unapologetically seeks to reflect the mission and teaching of the Church in its life.

Summary of Employment Terms and Conditions

- Salary: £36,000, plus 10% employer contribution to a pension.

- Accountability: Responsible to the Dean.

- Hours of Work and Annual Leave
    - The College's standard for administrative staff is employment on a five days (35 hours) per week basis with five weeks paid annual leave in addition to statutory holidays, to be taken outside of term time unless by arrangement with the Dean;
    - The role will involve occasional evening and weekend work, such as attending the annual trustees 24-hr residential meeting;
    - The College operates a flexible working policy in relation to TOIL.

- Location
    - Your main place of work will be the College's Office at 5500 Daresbury Park, Warrington, WA4 4GE;
    - The role will require occasional travel within the UK for which reasonable travel expenses will be paid;
    - The College's Work from Home policy provides, where operational requirements allow, for you to work up to 40% of your working week from home if you so wish.

- Development
    - There is a probationary period of 6 months, after which a full review of work and performance will be undertaken against this job description.
    - A structured professional development process including an Annual; Professional Development Review (APDR) is provided for all College staff

- Use of own vehicle
    - The post holder will need access to their own vehicle and will need to maintain and insure it in compliance with current legislation.

- You will need to have the right to work in the UK. We are not able to sponsor visas.

Knowledge, Skills, Qualifications and Experience

ESSENTIAL

- Strong organisational skills, able to create and operate processes across the organisation.
- Ability to manage multiple demands, structuring work into achievable flows.
- Attention to detail to deliver reliable administration.
- A basic understanding of, and commitment to, the structures, processes, culture required for employees to flourish within an organisation.
- Interpersonal skills and trustworthiness to maintain the confidence of senior colleagues and external stakeholders.
- Strong communication skills, and an understanding of how to achieve good communication in an organisation.
- Good IT skills to carry out administration and communication in a dispersed organisation.
- A self-motivated and proactive approach, coupled with a willingness and ability to learn on the job.
- Ability to work collaboratively with due accountability and delegation.
- Emotional intelligence and resilience, especially in the face of difficulty and challenges.
- An empathy to the Christian ethos and values of the College such that you will be comfortable operating within the college's culture as a Christian learning and worshipping community.

DESIRABLE

- A working knowledge of the Church of England.
- Experience in an educational or training setting.
- Experience in HR.
- Experience of compliance or governance structures.
- Experience of being the clerk or secretary for leadership, governance or other formal meetings.