



## **Job Description**

**December 2017**

**Job Title:** Business Strategy and Governance Officer

**Department:** Registrar's Office

**Reporting to:** Registrar

**Head of Department:** Registrar

### **Introduction to working at St Paul's Cathedral**

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of learning, debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. It is beautiful, mission focussed and seeks to surprise all visitors, whatever their reason for visiting. Its 160 staff and 400 volunteers are truly passionate about the work that they do and they take pride in working in a world famous building, delivering daily worship and special services to the highest standards and to an international audience. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and welcomes 700,000 paying visitors per year.

### **Our Vision**

- St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.
- As a community of worshippers, staff and volunteers we work with care and imagination to be a centre for welcome, worship and learning which inspires successive generations to engage with the richness of the Christian faith and its heritage.

- We aim to do this with confidence, compassion and creativity, promoting dignity and justice for everyone.
- We work with the Bishop and Diocese of London and the wider church, as a spiritual focus for London, the nation and the world.

### **Our Values**

- Love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control;
- To uphold integrity, honesty and openness in what we do;
- To aim for the highest possible standards in everything we do, acknowledging that we cannot do everything;
- To make our operations as just and as sustainable as we can;
- To foster and encourage diversity, being inclusive and challenging to ourselves as well as others.

### **Purpose of the Job**

The Registrar is the most senior lay post at the Cathedral ('lay Chief Executive') and so is pivotal in delivering our highly ambitious strategic plan and the specific goals in the Three Year Mission-Directed Business Plan 2018-20. This new role is an integral part of the professionalisation of the Registrar's office, a dedicated support to ensure that the Cathedral governance bodies and associated trusts are able to make informed and timely decisions, actions are delivered and that strategic and business plans are fully developed and form the backbone of the Cathedral activities. The post holder will work closely with the Registrar to maximise the Registrar's effectiveness, taking and implementing decisions where relevant within frameworks set by, or in the absence of, the Registrar. The Dean is the Chapter member with oversight of this area of work.

### **Key tasks**

Under the direction of the Registrar:

- Lead the development and refresh of the Strategic Plan, develop performance metrics to monitor delivery and ensure regular reporting at appropriate governance groups;
- Lead the development of the annual Mission Directed Business Plan, develop performance metrics monitor delivery and ensure regular reporting at appropriate governance groups;
- Develop an overview of governance at the Cathedral to support the Registrar, making sure that meetings are aligned and effective, holding the central directory of governance

documents, standardising processes and documents where appropriate, managing organisational risk and, where relevant, proactively identify and resolve issues;

- Liaise with the Finance Team to ensure that all compliance issues in relation to company and charity administration are met;
- Develop a set of overarching, easily collectible management information to support effective decision making based on a greater understanding of the business at all levels;
- Lead the planning, preparation, agenda, and in some circumstances minute taking, across a range of meetings, including at least:
  - Chapter meetings (monthly)
  - Cathedral Council meeting (3 a year)
  - St Paul's Cathedral Choir School Trustees meeting (biannual)
  - Health and Safety meeting (quarterly)
  - Safeguarding meeting (six meetings a year)
- Liaising with the Registrar, deliver the Registrar's actions arising from these meetings - collating, prioritising, following up and escalating issues where appropriate;
- Liaise with others and develop draft policies and procedures; and
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

*The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

## **Person Specification**

The successful candidate will be able to demonstrate competence, experience and achievement in the following areas:

- developing and implementing organisational strategy
- developing and implementing business plans
- Secretariat experience or experience in leading and managing senior level meetings
- managing risk
- working in a complex environment and in a range of governance environments
- understanding of compliance issues in relation to charity and company administration

And would be able to demonstrate;

- Confidence in dealing with issues autonomously, but recognises when to escalate;
- Excellent organisational, interpersonal and communication skills;

- Comfortable leading work with a diverse range of people, qualifications and seniority; to be able to listen, but also to be assertive when required;
- Flexible, pro-active and self-starting;
- Content to be able to support someone else deliver;
- Project management skills and experience an advantage;
- Willingness to learn and develop;
- Credibility and gravitas to represent the Registrar internally and externally;
- Effective influencing skills;
- Experience of interpreting and advising on governance matters;
- Strong IT skills in Outlook, Word and Excel
- The ability to manage a series of activities running simultaneously;
- A focus on delivery and the ability to prioritise tasks;
- Experience of dealing with confidential information with complete discretion; and
- The ability to work calmly and professionally.

The successful candidate will understand, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Main Terms of Employment:

Salary	Up to £40,000 per annum depending on skills and experience.
Hours of Work	Full-time; 35 hours per week, Mondays to Fridays; by its nature some flexibility is required with the hours needed to do the job and with occasional evening or weekend work.
References	Appointment is subject to satisfactory references.
Probationary period	3 months.
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions. All employees will be assessed for auto-enrolment and if eligible, are automatically enrolled into the Defined Contribution Group Personal Pension scheme. The standard contribution starts at 5% from the employer with a compulsory 1% from the employee. Increased optional employee contributions are matched by the employer up to a joint total maximum pension contribution of 11%.

Holiday 25 days per annum plus eight statutory holidays.

Other benefits The Cathedral offers a range of other benefits including discounts in the Cathedral shop and café.

Please apply through [www.cofepathways.org](http://www.cofepathways.org)

The closing date for applications is 14<sup>th</sup> January 2018.

Interviews will take place on 29<sup>th</sup> January 2018.