



Chelmsford Diocesan Board of Finance Job Description

Job Title: Executive Governance Officer to the COO

Reports to: Chief Operating Officer (COO)

Location: Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.

Hybrid working may be considered (60% of working time to be undertaken at the Diocesan Office)

Salary: £42,000- £46,000 per annum, subject to qualifications and experience.

Hours: This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working. Attendance in person will be required at the Diocesan Office or venues within the Diocese for relevant committee meetings.

Part-time working may be considered for an exceptional candidate, with a minimum of 28 HPW (0.8 WTE).

Purpose Statement

The Executive Governance Officer will provide dedicated governance support to the Chief Operating Officer (COO), ensuring the effective operation of key governance committees and compliance with diocesan governance frameworks. This role is central to enabling the COO to deliver strategic leadership and operational excellence across the CDBF and wider Diocese.

The postholder will provide secretarial support and assist the COO in managing the Finance Executive (committee), Audit & Risk Committee, and Property Committee, ensuring robust governance processes and timely decision-making.

The postholder will also work collaboratively with the Head of Service Delivery to ensure alignment and cohesion with governance committees under their remit, ensuring effective communication and integrated decision-making.

Reporting Structure

The Executive Governance Officer will report to the Chief Operating Officer (COO)



Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

This is a newly created role, following the recent appointment of a Chief Operating Officer. The post holder will provide high-quality governance and committee support to the COO ensuring the smooth running of the Finance Executive, Audit & Risk Committee and Property Committee — through professional coordination, accurate documentation, and timely preparation of papers.

The postholder will work closely with senior leaders to maintain strong governance standards, support compliance and risk processes, and contribute to effective reporting and decision-making across the Diocese. The ideal candidate will be highly organised, detail-focused, confident in liaising with senior stakeholders, and committed to supporting the mission and ministry of the Church of England.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



Episcopal Areas, Archdeaconries and Deaneries





Principal Accountabilities

Governance Support to COO

- Act as the primary governance support for the COO, ensuring all governance activities align with strategic priorities.
- Provide expert advice and guidance on governance matters to the COO, and to the Diocesan Secretary.
- Prepare agendas, chairs notes, briefing papers, reports, and governance documentation to support the following committees: Finance Executive, Audit Committee, Property Committee, Quarterly Area Dashboard meetings. .
- Oversee the preparation of papers for these committees which are authored by others, ensuring documents are received on time and in a consistent format.
- Provide additional support to the COO and Diocesan Secretary as requested to preparing briefing papers and reports for the Bishop's Leadership Team, Bishop's Council, Finance Committee and Diocesan Synod.
- Work with the Head of Service Delivery to support wider diocesan governance processes as required.

Committee Management

- Lead and manage the administration of the Finance Executive, Audit & Risk Committee, and Property Committee.
- Coordinate meeting schedules, agendas, Chair briefings, and accurate minute-taking.
- Ensure timely distribution of papers and follow-up on action points.
- Maintain governance records in line with diocesan policies and statutory requirements.

Compliance & Risk

- Monitor adherence to governance policies and regulatory requirements.
- Support the COO, Diocesan Secretary and Head of Service Delivery in managing risk processes, including risk registers and compliance reporting.
- Lead on insurance renewal processes and maintain relationships with insurers ensuring policy compliance.

Reporting and Analysis

- Prepare governance and Committee reports and relevant dashboards for the COO, CEO and senior leadership, including the Management Team and Bishops Leadership Team.
- Track performance metrics and provide governance insights to inform decision-making.



Process Improvement

- Identify opportunities to streamline governance processes and implement best practices.
- Develop and maintain relevant Diocesan policies, ensuring collaboration with key stakeholders to ensure best practice and outcomes.

Stakeholder Engagement

- Acting as a liaison between governance bodies and internal/external stakeholders.
- Ensuring transparency and accountability in communications.

Other

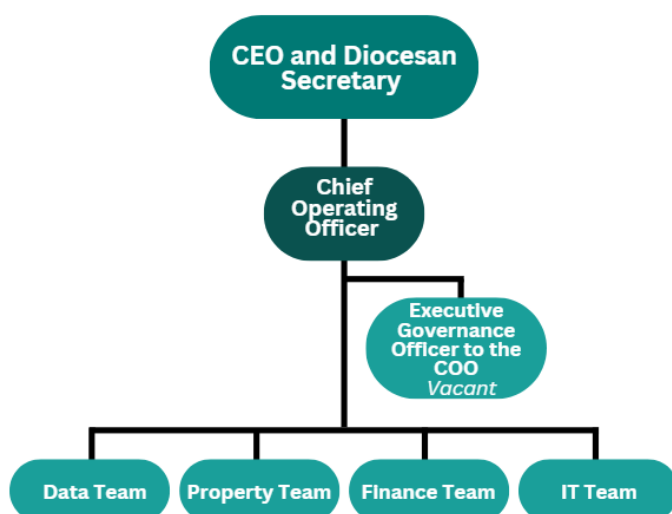
- Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Actively participate and contribute in the appraisal process.
- Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties. Work collaboratively with the COO and wider contacts and undertake such other reasonable duties as may be required, including by the Chief Executive.

Key Stakeholder Contacts

- Chief Executive and Diocesan Secretary
- Chief Operating Officer
- EA to Chief Executive and COO
- Head of Service Delivery
- Chair and members of Finance Committee, Finance Executive, Audit and Risk Committee and Property Committee
- Bishop's Council and Diocesan Synod
- Bishops, Archdeacons and Area Deans
- Senior Management Team
- External auditors, legal advisors, insurers and contractors



Team Structure



Person Specification

Essential:

- Degree or equivalent level of relevant experience in governance, business administration, or a related field.
- Relevant and substantial experience in committee administration and governance support.
- Experience of working with and familiarity with regulatory compliance and risk management.
- Experience of working with, alongside a strong understanding of governance principles and compliance frameworks.
- Excellent organisational and time-management skills.
- High attention to detail and accuracy in documentation.
- Strong communication and interpersonal skills.
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Office Suite.
- Professional, proactive, and adaptable.
- Ability to work under pressure and meet deadlines.
- Collaborative and solution-focused mindset.
- Having an understanding of the Church of England/[Diocese of Chelmsford](#) and the Christian faith

Desirable:

- Understanding of Church of England structures and ecclesiastical law.
- Previous experience supporting senior executives in governance matters is highly desirable



Outline of Terms and Conditions

Role	Executive Governance Officer to the COO
Responsible to	Chief Operating Officer
Salary	£42,000 to £46,000 per annum, subject to experience and qualifications
Hours	Full time – 35 hours per week. Part-time working may be considered for an exceptional candidate, with a minimum of 28 HPW/0.8 WTE
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service) Pro-rata for part-time staff
Probation Period	6 months
Notice Period	After service of one month, but during the probationary period - 1 weeks' notice. Upon successful completion of the probationary period – 3 months
Expenses	Working expenses are paid at the Diocesan rates.
Base	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role. Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office), including on completion of successful probation period. Attendance in person will be required at the Diocesan Office or venues within the Diocese for relevant committee meetings.
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



Pre-employment Administration

Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A Basic DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Educational/Professional Registration Qualification Certificate
- Overseas Check (If applicable)
- Background Checks

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme from the first day of employment (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Cycle to work scheme
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Time will be made available for any necessary Continued Professional Development, (and the necessary support will be given to enable to successful candidate to pursue a relevant qualification)
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking