

26th April 2021

JOB DESCRIPTION

CHURCH PROFILE

St James's Church is at its core a Eucharistic community that draws together a diverse set of activities, projects and aspirations as part of its life as an Anglican parish church in central London. The Church is a landmark in the heart of the West End, with its distinctive red brick and Portland stone dressings. The congregation is a gathered and highly committed community of people who value diversity and inclusion as core values. St James's has taken time this year to refresh its vision and modify its income generation, including exploring its heritage and cultural activities, to enable it to continue to flourish as a church where all are welcomed and all are cherished.

Our Vision

Rooted in God's earth, we envision a just society and a creative, open-hearted church

Our Values

Contemplation, Adventure, Courage, Action, Kindness

1 JOB DETAILS

Job Title:	PCC Secretary (Parochial Church Council)
(including hours of work)	13 hours per week, normally over 2 days per week (flexibility to work from home on some days i.e. 'hybrid' working situation), Mondays and Tuesdays, but variable to meet PCC needs in relation to other meetings and by agreement to provide additional support at busy times (e.g. around APCM), with time off in lieu during quiet periods in relation to PCC activity, e.g. Summer and Christmas
Salary:	£13,060 pa (7.5% pension contribution by St James's)

2 JOB PURPOSE

To provide governance advice and administrative support to St James's PCC including its sub committees in order that it meets all of its statutory obligations as well as compliance requirements. The sub committees are the Standing Committee, Audit Committee and the 'Wren project'.

3 DIMENSIONS

Line manager is the Rector

The role has a strong working relationship with PCC Chair, Church Wardens, Standing Committee, PCC and staff.

4 KEY RESULT AREAS

Provision of governance advice and ensuring compliance

Provide governance and procedural advice/guidance to the PCC Chair

Ensure compliance with required legislation (Church Representation rules 2020) and church protocols.

Support for regular meetings

Provision of effective administrative/secretarial support for meetings:

- PCC meetings (normally 8 times per annum plus any special PCC meetings held for specific reasons)
- PCC Away-days (normally one per annum)
- Standing Committee meetings (normally 9/10 times per annum)
- Audit Committee meetings (2/3 times per annum)
- Clerk to Wren project (board meetings as required)

Administrative support to involve:

- Production of annual calendar(s) of key dates and business schedules
- Agree agendas for individual meetings with Chairs in advance (in case of PCC meetings, with Standing Committee)
- Oversee receipt of papers in line with agendas and co-ordinate attendance by staff members and third parties
- Collate and distribute meeting papers – generally by email
- Attend meetings and coordinate these whether on site or on line. Timely production of effective minutes and recording and follow-up monitoring of agreed actions. Also, for PCC meetings, timely production of a summary report for the congregation.

APCM

Ensure statutory and appropriate notices are posted within required timescales
Plan and produce St James's Annual Report for the congregation in format agreed by Standing Committee/PCC, co-ordinating contributions as needed

Agree meeting agenda and ensure that all reports are received in time for distribution to members of the congregation one week in advance of the meeting

Co-ordinate nominations for new PCC members and prepare material to support elections at the APCM as needed

Produce annual PCC Secretary's report to the meeting

Attend meeting and produce minutes

New PCC members' induction and ongoing support for existing members

Provide support for induction of new PCC members and ongoing support for existing members through:

Preparation of induction presentation for the first PCC meeting of the new PCC each year

Production of annual PCC Handbook, setting out roles, responsibilities etc.

Co-ordinate PCC members' attendance any Diocesan events as appropriate

Records management

Maintain PCC membership records: contact details, dates of birth and terms of office.

Act as guardian of key PCC documents, e.g. Risk Register, signed Safeguarding Policy, signed PCC Members' Code of Commitment etc.

Ensure safe electronic storage of papers of all meetings and hard copies of signed minutes of all meetings.

Faculty applications

Responsible for the process of submission of applications to the Diocese and Diocesan Registrar and ensuring that all conditions as applicable are met.

Strategic Planning

Support the development and ongoing monitoring of the implementation of St James's Strategic Plan:

Attendance at planning meetings, updating of monitoring schedule, recording and monitoring of actions.

Policies

Maintain an ongoing log of St James's policies, ensuring that these are reviewed periodically by the PCC in line with agreed timescales.

Contribute as able and agreed to the development of specific policies.

Annual Returns

Ensure returns are submitted:

Annual returns to the Diocese

Submit annual return to the Charity Commission, due by 31st October

Terrier and Archdeacon's triennial visitation

Complete pre-visitation questionnaire

Update Terrier in collaboration with vergers

Coordinate meetings with PCC members and staff as required

Prepare for, attend and make notes of meetings

General Data Protection Regulation (GDPR)

Responsible for St James's compliance with GDP regulations including holding the role of Data Protection Officer with oversight of all procedures and training.

ChurchSuite

Jointly responsible with Parish Secretary for day-to-day management of ChurchSuite, St James's church management software. Other website updating as necessary.

Other projects

Provide support for other projects as time allows and as agreed

5 PERSON SPECIFICATION - essential requirements unless stated otherwise

- Demonstrable experience of having worked at a senior level in providing governance advice and ensuring compliance with legislative and regulatory requirements.
- Successful recent experience in providing administrative support for meetings and managing relationships with members of a voluntary body.
- Previous experience as clerk/secretary to board/committee.
- To be self-motivated, proactive and decisive.
- To be computer literate and confident in administration including PowerPoint, Office 365, Teams, Zoom, Excel, and other packages as determined necessary in order to fulfil the role effectively (e.g. the St James's Annual Report and other key planning documents are currently produced using Adobe InDesign).
- Demonstrable experience of having worked constructively in teams.
- The ability to manage St James's external relationships as relevant to the role.
- To have excellent written and verbal communication skills, including specific skills in servicing committees.
- Flexibility with working hours from time to time.
- Previous experience in church environment would be advantageous.

6 APPLICATION PROCESS

St James's Church is an equal opportunities employer. We welcome applications from groups currently underrepresented in the Diocese especially those who have Black and Minority Ethnic heritage; or who identify as LGBTQ+.

Please complete the application form - refer www.sjp.org.uk/jobs - and forward to hr@sjp.org.uk by midday Monday 10th May 2021 (Job description on the website too.)

Note: If you have a disability which means you are unable to meet some of the job requirements, specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be short-listed and we will explore jointly with you if there are ways in which the job can be changed/modified to enable you to meet the requirements.

Remote interviews will be held on Thursday 13th May 2021. Start date as soon as possible as would like to have a handover with the present incumbent who is retiring.