

JOB TITLE:	Assistant Diocesan Secretary
LOCATION:	The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
GRADE:	Grade 10
REPORTING TO:	Diocesan Secretary

PURPOSE OF JOB

The Diocese is at a key moment of transformation, with a growing programme of work following successful investment through the Diocesan Investment Plan. In support of the implementation of the Diocesan Vision and Strategy, we are seeking a highly capable and experienced colleague to work closely with the Diocesan Secretary (DS), enabling the sustainable and effective delivery of our strategic priorities.

This senior role will provide critical support by overseeing complex governance structures, monitoring risk, and responding to national and diocesan policy developments. The successful candidate will play a vital role in embedding culture change, supporting staff across a broad spectrum of work areas, and ensuring operational alignment across the diocese.

PRINCIPAL ACCOUNTABILITIES

1. Have line management of the Head of Property and ensure the delivery of the DAC, Surveyors and Net Zero teams
2. Coordinate and oversee governance planning to ensure committee scheduling, alignment, and execution.
3. Monitor implementation of actions arising from governance bodies, ensuring effective cross-organisational delivery.
4. Support the DS in managing internal capacity and performance monitoring as programme activity increases.
5. Take lead responsibility for maintaining and monitoring the Diocesan risk register, collaborating with senior colleagues to report regularly to the DS and relevant boards.
6. Support the DS in their role of overseeing the implementation and compliance with national policy developments affecting diocesan functions (e.g. safeguarding, training, finance, data management). Responsible for report and response development as directed.
7. Support preparation for General Synod and Bishops Council, ensuring timely planning and correspondence
8. Support and advise staff in responding to emerging national policies and developments

9. Enable the DS to invest time in external strategic relationships (with the national church, other dioceses, funders, partners, and local authorities) by taking responsibility for delegated internal matters.
10. Represent the DS where required in internal and external meetings.

SKILLS AND EXPERIENCE

Essential

- Proven experience in a senior management role, ideally within a charity environment
- Strong governance and risk management skills.
- Excellent organisational and time management skills, with the ability to manage competing demands.
- Strong interpersonal and communication skills, with the ability to work collaboratively across departments.
- Resilience, discretion, and a solution-focused approach to emerging challenges.
- Understanding of and commitment to the aims and ethos of the Church of England.

Desirable

- Experience of working within the Church of England or a similarly complex, values-led organisation.
- Familiarity with General Synod and Bishops Council structures or equivalent.
- Experience supporting senior executives or board-level leadership.

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.



Adaptability – The ability to adapt one’s behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.