

Job Title	Head of Governance
Reports to	Director of Finance and Operations
Team	Governance
Department	Finance and Operations
Location	London Diocesan House, Pimlico (minimum 3 days working in office)
Contract type	Permanent, full-time (35 hours)
Job Grade	C2

Job Purpose	The Head of Governance is responsible for the effective and efficient running of the key governance bodies of the Diocese of London at Diocesan and Area level and of the London Diocesan Fund, providing strategic governance, constitutional and compliance advice to the Diocesan Bishop, General Secretary and Trustees, offering first line advice and training service to deaneries and parishes on synodical governance.
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About the Diocese of London and the London Diocesan Fund (LDF)	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy. Constitutionally, the LDF is also a Company limited by guarantee.</p>
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Our Mission, Values, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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Equality, Diversity, and Inclusion Statement	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
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Job Scope

Direct and indirect reports	Senior Governance Officer
Budget responsibilities	Governance department budget approvals.
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none"> • General Secretary • Bishop of London • Legal Adviser to the diocese • Director of Finance and Operations • Board of Trustees & Directors • Chair of the Audit and Risk Committee • Area Deans • Volunteers and persons from the deaneries or parishes

Job Responsibilities**Strategic**

- Ensure, in conjunction with the General Secretary, that the Trustees are supported in fulfilling their strategic leadership responsibilities in line with the Diocese's Vision, Ambitions and Priorities and are able to focus on strategy, performance and assurance.
- Ensure practice improvements are applied to the Trustees working in line with Charity Governance Code and any Board Effectiveness reviews.
- Ensure that the Diocesan Synod is planned and executed in such a way as to fulfil effectively its advisory and other responsibilities and are engaged as the Diocese's primary representative body.
- Keep abreast of key governance developments and provide strategic governance advice to the Bishop of London, General Secretary, Trustees and other Board, Council and Committee Chairs.
- Maintain focus on the aims of the Governance team in seeking to serve the Diocese by providing an efficient and pro-active governance service that will enable the church's growth and mission to flourish.
- Lead, develop and monitor the team's operational plans, ensuring that they are achievable.

Boards and Committees

- Act as Secretary for the Diocesan Bishop's Council and London Diocesan Synod, ensuring effective communication and administrative support, while upholding constitutional integrity.
- Act as Secretary to the Audit and Risk Committee
- Plan, facilitate inclusive meetings with active engagement with staff, General Secretary, and legal advisers for thorough preparation.
- Lead agenda planning meetings for Trustees and Synod, producing detailed notes, explanatory briefs, and supporting documentation to ensure alignment with organisational priorities.
- Manage event preparations for the Diocesan Synod, including logistical tasks, forward planning, and responding to formal questions.
- Liaise with national church governance, facilitate meetings for national governance representatives, oversee the Senior Governance Officer in maintaining accurate governance body memberships, and support working groups.

Elections, appointments and member development

- Lead and conduct the schedule of elections/by-elections to the Synods, Councils and committees in consultation with diocesan Legal adviser, and supported by the SGO.
- Organise recruitment processes for any appointments to Chair roles or committee memberships.
- Liaise with the Communications manager in publicising elections where necessary to encourage an accessible process with a diverse range of candidates.
- Ensure that skills audits and board effectiveness reviews are carried out regularly and when required.
- Ensure that the Trustees members of the Synod and other bodies are inducted and trained as required.

Constitutional and compliance

- Oversee, in conjunction with the diocesan Legal Adviser, the LDF's governing documents and various terms or reference, particularly the LDF's Memorandum and Articles of Association, the Synod's standing orders, and Audit and Risk Committee terms of reference. Ensure that the relevant processes are followed for their amendment.
- Be fully conversant with legislation and regulations that affect governance operations, including the Church Representation Rules, Charity and Company law, keeping abreast of changes.
- Ensure that the relevant declarations and Registers of interest of Trustees and members of key sub-committees are put in place.
- Provide and keep up to date documentation relating to parish governance, including annual meetings, and provide further material as necessary.

Other

- Provide governance support and advice to Bishops and Archdeacons, SMG, and other staff, Trustees deanery officers, Parish clergy and officers
 - Provide training for clergy on parish annual meetings, and on deanery governance.
 - Recruitment, manage and development the Senior Governance Officer (SGO) in ensuring good governance in servicing of the Area Councils.
 - Manage the various cycles for meetings, elections, related processes and their impact on the different levels of governance.
 - Manage governance projects, and reviews that may arise.
 - Financial (signing authority)
 - LDF bank signatory
 - Undertake any other duties commensurate with the role.
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Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<i>Education and experience</i>		
	Experience of working in a pressured governance environment and to tight deadlines.	X	
	Educated to degree level or experience of governance in a charity or not for profit environment.	X	
	Experience of working in value-based organisation.		X
	Fellow or Associate of the Chartered Governance Institute, or comparable experience.		X
	<i>Knowledge and skills</i>		
	IT proficiency (MS Office suite)	X	
	<i>Other requirements</i>		
Empathetic to the mission and values of the Church of England.	X		
Right to work in the UK.	X		
Willing and able to work evenings and weekends as required.	X		

Person Specification – Competencies and Behaviours	
Focus on Self	Maintains a high level of personal initiative and motivation and acts in a decisive way
	Encourages and supports participation in self-care behaviours
	Respects and represents LDF in an honest, ethical, and professional way and encourage others to do so; enables others to understand the legislation and policy framework within which they operate
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint
	Positively utilises diversity as a strength in line with LDF values Promotes inclusive practices
	Is flexible, adaptable and maintains appropriate self-care; constructively raises and works through issues and challenges and seeks alternative solutions
Focus on Others	Implements processes for effective non-verbal communication within and outside area of responsibility; speaks in a highly articulate manner and presents with credibility, engages varied audiences and tests levels of understanding
	Articulates complex concepts, compelling arguments, and rationales; creates reports at Board Level Standards
	Maintains effective relationships with senior internal and external stakeholders, including service providers, and other agencies, to achieve desired strategic outcomes for the organisation
	Models and promotes teamwork and encourages a culture of recognising the value of collaboration; fosters productive working relationships and builds culture of consultation and works proactively to overcome barriers to collaboration

Person Specification – Competencies and Behaviours	
Focus on Team	Communicates and manages WHS expectations and responsibilities; consistently communicates with people about safety and wellbeing Provides support for stressful or critical incidents
Focus on Service	Fosters a culture of excellence in service delivery; establishes targets for services
	Monitors the capturing, sharing and retention of work-related knowledge in line with organisational policies
Aligns with strategy	Drives strategy and big picture focus within own area of responsibility; builds a shared sense of strategic direction, clarifies priorities, and goals and inspires others to achieve them
	Actively and continuously expands own network to meet strategic goals; identifies and creates opportunities to initiate new partnerships that will facilitate the achievement of strategic and organisational goals

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.