



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Secretary to the Council of Assembly
Responsible to:	The Convener of the Council of Assembly
Date:	September 2015
Structure & Accountability:	<p>The Secretary to the Council of Assembly is accountable to the Council of Assembly. The Council of Assembly is the monitoring body on behalf of the General Assembly for the Unincorporated Councils and Committees of the General Assembly.</p> <p>Other delegated responsibilities include appointment to act as the Secretary of the Nomination Committee and to serve as an Executive member of the Central Services Committee</p>
Purpose of Post:	To lead the implementation of the strategy and policy, in line with the vision of the Church of Scotland for the Unincorporated Councils and Committees and to ensure the effective management of staff and resources.

Main duties: The responsibilities and duties described are not exhaustive and other duties of a similar type and at a similar level are expected from time to time and as directed by the Council of Assembly.

1. Strategic Development

- At all times, and in all strategic developments, uphold the vision of the Church of Scotland to be a church which seeks to inspire the people of Scotland and beyond with the Good News of Jesus Christ through enthusiastic worshipping, witnessing, nurturing and serving communities.
- Work with, and within, complex structures and with multiple stakeholders to lead and deliver change within the Church's Central Administration, ensuring that consultation and communication is effective and inclusive at all stages.

- Work in partnership with others to deliver improved relationships with all Councils and Presbyteries, ensuring that all relevant stakeholder needs and interests are represented, values are upheld and connections strengthened.
- Promote and facilitate a culture of collaboration and cross-Council/Departmental working, to ensure activity is delivered effectively and resources are well managed.

2. Leadership and Capacity Building

- Develop, promote and encourage high standards of management expertise across the UCC building capacity, and delivering consistent and measurable improvements in performance.
- Facilitate the continuous development, review and direction of the Senior Management Team to ensure the provision of authentic, consistent and confident leadership.
- Provide effective line management and leadership to direct reports, and where relevant in consultation with the relevant Council Convenors ensure the values, ethos and independence of the professional areas and councils are respected.
- Enable effective working relationships at a senior level and with the Convenor of the Council of Assembly.
- Promote good relations, partnerships and collaborations within the Church, with members, with community organisations, stakeholder bodies, the media and other bodies as appropriate.

3. Secretary to the Council of Assembly

- Ensure the governance, practices and ways of working of the Unincorporated Councils and Committees is entirely consistent with the practices, policies and structures agreed and adopted by the Council of Assembly.
- Act as Secretary to the Council of Assembly, fulfilling all obligations as remitted and delegated to the role including responsibility for the administration of the Council and the implementation of its policies and decisions including any financial implications.
- Contribute clear strategic support to the wider Church through the Council of Assembly.
- Seek a prominent role at the General Assembly to raise the profile of the programmes of work and activity being delivered and to both demonstrate their purpose and impact.
- Manage aspects of the work of the Department of the General Assembly which relate to the remit of the Council of Assembly.

4. Organisational Compliance and Governance

- Ensure that the organisation continues to meet high standards of best practice in terms of governance expected of a Charity registered in Scotland and is fully compliant in all respects.
- Promote, implement and develop high standards of integrity, governance and management within the UCC.
- Establish a clear and transparent scheme of delegation and decision making.

Person Specification

	Essential	Desirable
Skills, abilities and knowledge		
Educated to degree level/equivalent professional qualification (SCQF Level 10)	√	√
Postgraduate level management qualification (SCQF Level 11+)		
A personal commitment to the Christian faith expressed through active membership of a Christian denomination	√	
Knowledge and understanding of the Church of Scotland and the Presbyterian form of church government	√	
Significant experience at a senior level in the public, private or charity sectors	√	
Thorough understanding and experience of governance issues, OSCR, and charity compliance		√
Excellent organisational and time management skills to meet competing demands and priorities	√	
Strong financial acumen and ability to manage and understand complex financial information and budgets.	√	
Ability to communicate effectively and genuinely at all levels for a range of purposes and to a range of audiences, including to inspire and motivate others, to give information, to influence and to communicate difficult or complex information.	√	
Experience of leading and managing professional and senior staff	√	
Personal Qualities		
Evidence of successfully managing significant organisational change with strong, visible and inspiring leadership	√	
Capability to be a credible and highly effective senior leader within the Church in such a way that commands confidence	√	
Strong intellect, bringing a pragmatic approach to decision making	√	

Open and visible leadership and management approach that builds confidence and the respect necessary to lead transformational change	✓	
Excellent communication and inter-personal skills with ability to engage, build and sustain relationships	✓	

Given the purpose of the post and, in particular, its leadership role in upholding the Christian vision of the Church, it is an occupational requirement in terms of the Equality Act 2010 that job applicants must have a personal commitment to the Christian faith expressed through active membership of a Christian denomination.