

Job title: Board Secretary and Religious Life Groups Coordinator

Line Manager: CEO, CSSA

Role Purpose:

To provide administrative support to the CSSA Board Chair and members to help discharge their responsibilities effectively and to provide effective coordination of the independent safeguarding inspectorate relationships with Religious Life Groups of the Catholic church in England and Wales.

Key Accountabilities:

Board Secretary

- To work with the Board Chair to agree Board timetable and schedule Board meetings.
- To liaise with Board Members to ensure that meetings are quorate in accordance with Board Standing Orders.
- To ensure that Board members are provided with all relevant and necessary papers well in advance of meetings to enable them to prepare for meetings effectively.
- To undertake minute taking as required and agree draft and final minutes with Board Chair.
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- To assist Board members with travel arrangements, room bookings etc as necessary.
- To provide expense administration for Board Members, ensuring compliance with relevant travel and expense policies.
- To organise appropriate room booking for meetings and any catering/refreshments required are provided.

Religious Life Groups (RLG) Coordination

- To build effective administrative relationships with RLG's to support the inspection work of the CSSA.
- To liaise between Finance Teams and RLG's to ensure effective billing and payment mechanisms are in place.
- To issue annual invoicing with explanatory covering letters and support to RLG's
- To ensure relevant agreements between CSSA and RLG's are in place and understood.
- To provide comprehensive first line response including to telephone and email traffic, ensuring a swift and appropriate response is provided to correspondents.

Person specification

Essential:

Competency	Criteria	Assessment
Significant experience providing Board level administrative support in a relevant environment.	• Demonstrates extensive experience of supporting senior leaders in church or charity environment.	• Covering letter • CV • Interview
Demonstrates empathy and engagement with victims and survivors of abuse	• Demonstrates an understanding of the need to listen and learn from people's experiences	• Covering letter • CV • Interview
Thinks and works systematically and analytically, making and delivering outcome driven practice	• Provides examples of delivering consistently high-quality outcomes with supporting evidence	• Covering letter • CV • Interview
Demonstrates consistent attention to detail in minute taking and meeting administration.	• Provides examples	• Covering letter • CV • Interview
Demonstrates a track record of working within and contributing to collaborative, outcome focused teams.	• Provides examples	• Covering letter • CV • Interview
Demonstrates a highly collaborative relationship building style with colleagues and stakeholders	• Provides examples including ability to engage empathetically with stakeholders requiring help to understand processes	• Covering letter • CV • Interview
Summarises and communicates information effectively	• Provides examples	• Covering letter • CV • Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	• Provides examples	• Covering letter • CV • Interview