**SYNOD OFFICER MATERNITY COVER**

**PURPOSE OF ROLE**

The purpose of the role of Synod Officer is to provide administrative and research-based support to the General Synod of the Church of Ireland and related committees. The Synod Officer is a key appointment working under the direction of the Head of Synod Services and Communications. The Synod Officer provides analysis and briefing papers to assist the Honorary Secretaries of the General Synod in their work. Some event planning is required annually for in-person meetings, particularly the General Synod. The organisation offers good training opportunities for individuals keen to develop professional qualification. The work is challenging but engaging and broad ranging. Committees are volunteer-led and focus on various aspects of church life, from ministry and clergy-wellbeing to liturgy, ecumenical relations and social responsibility. Constitutional work involves assisting in the development and drafting of legislation for General Synod as well as maintaining the Constitution itself in both print and online versions.

This is a temporary role to provide cover for a staff member on maternity leave.

**Job Description**

Reporting to the Head of Synod Services and Communications (HSSC) the Synod Officer will:

1. Work under the direction and management of the HSSC.
2. Assist the HSSC in working to the Honorary Secretaries of the General Synod to provide for the servicing of procedures of the General Synod.
3. Provide services to the Standing Committee and other bodies relating to the work of the Standing Committee or the General Synod as determined by the HSSC in agreement with the Honorary Secretaries including the analysis of material and the formulation of draft documents and reports and/or recommendations.
4. Additionally, in consultation with the Honorary Secretaries and under management of the HSSC the Synod Officer will
5. Ensure the requirements of the Constitution of the Church of Ireland relating to the General Synod, the Standing Committee and other bodies are met.
6. Have responsibility for the logistical and business arrangements of meetings of the General Synod including liaison with the venue, oversight of the compilation of reports, draft legislation, and the issue of relevant documentation (including the preparation of the Book of Reports and the Journal of the General Synod) to members and others, and the execution of decisions of the General Synod.
7. Have responsibility for the arrangements for meetings of the Standing Committee, including the venue, preparation of draft agendas, attendance at and provision of secretarial services to meetings of the Committee, execution of its decisions and preparation of draft Standing Committee Reports for the General Synod.
8. Provide support for meetings of the Honorary Secretaries and the committees of the General Synod and related bodies, including drafting papers, formulating recommendations and proposals, and implementing or overseeing implementation of decisions.
9. Prepare material for upload to the Church of Ireland website, including reports, General Synod papers, agendas and annual updates to the Constitution of the Church of Ireland.
10. Collate budgetary and other financial information as may be required by the Standing Committee, the Representative Church Body or the HSSC.
11. Prepare agendas for the Budget Sub-Committee of the Standing Committee and the Finance and Arrangements Sub-Committee.
12. Collate statistical information and analysis as required by the Standing Committee and other committees.
13. Deputise on specific occasions for the HSSC during an absence.
14. Undertake responsibility for the supervision of any support staff allocated to work to the position of Synod Officer.
15. Review proposed bills and motions and advise the Honorary Secretaries or other appropriate groups on perceived issues, content drafting and liaise with legal staff, Assessor etc as required.
16. Undertake any other duties consistent with the job title that may be assigned by the HSSC, taking account of the evolving requirements of the HSSC, the Honorary Secretaries, Standing Committee, the General Synod and the Representative Church Body.

**Terms and Conditions of Appointment**

Appointment: The post is a temporary full-time position providing cover whilst the permanent staff member is on maternity leave.

Hours of work: Based on an average 35 hour week, the role requires a commitment to a minimum of two days per week working in the office with additional office-based time as determined by functional requirement. Some flexibility around evening and weekend working will be required from time to time to accommodate committee support functions. Holidays will be as specified in the contract of employment.

Location: the post-holder will be based in Church of Ireland House, Rathmines, Dublin 6. Some travel within the island of Ireland will be required from time to time to accommodate committee and synod support functions within the role.

**Person specification**

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|  | **Essential** | **Desirable** |
| Education / Training | Third level qualification | Certificate, diploma or degree with leaning towards humanities, legal, business, politics might provide a good basis but no discipline is unacceptable |
| Experience | * Experience of co-ordinating high volume activity at any given time. | * Administration, data management, database creation * Budgetary and financial/project management experience |
| Knowledge / Skills | * High level of communication and organisation skills and strong attention to detail. * Very good written English and grammar. * Numerate. * Confident user of electronic technology. * Excellent interpersonal skills with an ability to quickly establish and maintain rapport with a diverse range of stakeholders and to manage ongoing working relationships and work plans at all levels of the Church. * Excellent time management skills. | * Working knowledge of regulation around data protection. * Experience in producing agendas and minutes, briefing papers or reports, budgets and general office management. * Working knowledge of governance, charities legislation, legal drafting. * Understanding or experience of drafting news items. |
| Other | * A sympathy with and understanding of the ethos of the Church of Ireland * High level of initiative and can work efficiently and effectively both independently and as part of a team; a multi-tasker, output-focused. * The right to live and work in Ireland. | * A full, clean driving licence and access to a car. |

**Application**

To apply for this role please email an up-to-date copy of your CV together with a completed application form to [recruit@rcbcoi.org](mailto:recruit@rcbcoi.org) by 5.00 on **Friday 27th October 2023.**