



ROLE DESCRIPTION FOR VOLUNTEER GOVERNANCE OFFICER

Role Holder:

Role Title: Volunteer Governance Officer

Responsible to: The Dean's PA and the Office Manager

Duration of role: As required and by agreement

Purpose:

To assist the Dean's PA and the Office Manager in ensuring the proper servicing of all statutory committees, including the preparation of papers and minuting meetings. This will include keeping the annual governance cycle under constant review.

Key Tasks:

The role will include receiving and providing complex and highly sensitive information in a strictly confidential and professional manner including:

- the preparation of draft agendas for discussion and approval by the relevant governance lead and committee chair
- compiling and preparing papers/meeting reports for discussion and decision, proof reading
- taking and writing up the minutes from meetings
- assisting the governance leads in organising and keeping up to date both paper and electronic information

Support:

This will be provided by the Dean's PA and the Office Manager

PERSON SPECIFICATION

- a) Have experience and knowledge of the governance environment and an understanding of how an organisation's committees shape decision making, with an awareness of risk
- b) Have experience of administrative/secretarial support at director, board or committee level
- c) Able to work well under pressure and to strict deadlines
- d) Have excellent organisation skills with the ability to deal with competing demands
- e) Have excellent written communication skills, with a fluent writing style and good knowledge of the English language
- f) Have excellent verbal communication skills and confidence in communicating with a wide range of stakeholders
- g) Have excellent IT skills including Microsoft Office: Word, Excel and Outlook
- h) Have a strong attention to detail and able to produce accurate and detailed work

- i) Able to develop and maintain effective working relationships with people from all levels of the organisation
- j) Able to act with tact, diplomacy and confidentiality
- k) Have an understanding of confidentiality issues when handling data and the implications of GDPR
- l) Able to work autonomously within an established team environment and display initiative when necessary
- m) Able to recognise the boundaries of the role and seek advice where appropriate
- n) Committed to working to the Cathedral's safeguarding policies and practices and to completing the appropriate training
- o) Willing to undertake training and accept supervision as appropriate
- p) Sympathetic to the ethos, vision and ministry of the Cathedral

I confirm that I have received a copy of the role description set out above.

**Signed: Print Name: Date:
(volunteer)**

**Signed: Date:
(on behalf of Lichfield Cathedral)**