

**Conference of Religious  
England and Wales (CoREW)**

**Job DESCRIPTION FOR THE GENERAL SECRETARY 2018**

<b>JOB TITLE:</b>	<b>General Secretary</b>
<b>REPORTING TO:</b>	<b>Executive of CoREW</b>
<b>SALARY:</b>	<b>Circa £40,000</b>
<b>HOURS:</b>	<b>Full time/flexible hours and contract arrangements</b>

**Role Summary:**

The General Secretary is accountable to the Executive of CoREW. He/she has responsibility for ensuring that the strategic aims and financial objectives as defined and agreed by the Executive are met. The General Secretary is responsible for the management and development of the staff. In full consultation with the Executive, the General Secretary and staff will develop and maintain CoREW's advisory services for the benefit of the membership.

On behalf of the Executive, the General Secretary is responsible for ensuring regulatory compliance including Charity Commission, Canon Law and other statutory frameworks and legislation, taking professional advice as appropriate and in full awareness of current best practice.

The General Secretary and their staff will attend and develop a range of external meetings, seminars and subgroups (as agreed). They will meet with Religious and professional colleagues to raise the voice and further the work of those in Religious life, and demonstrate an understanding of the considerations and requirements that currently affect them.

The General Secretary will be focused on placing the interests and needs of the membership as agreed in the strategy, at the heart of the organisation and ensuring there are systems and processes in place to meet those needs.

**KEY AREAS:**

**1. Goals and Objectives**

The General Secretary will ensure that the agreed work objectives for the General Secretary and the staff are consistent with achieving CoREW's strategic aims and priorities as determined by the Executive.

In order to achieve this, the General Secretary, after consultation with the Executive, will:

- Agree, plan, organise and communicate the content of the Annual General and General Meetings;
- Agree annual goals and priorities with the Board and continually review these with the Chair;
- Ensure staff understand their goals and priorities, how these fit with the organisation, and how they will be measured and assessed using the agreed appraisal system; and
- Provide regular feedback on progress and any issues to the Executive, membership and staff of CoREW.

## **2. Management and Development**

The General Secretary will:

- Lead and develop the staff and ensure that all are well informed, their training needs met, and long term sustainability embedded.
- Understand and demonstrate support for the Mission, Values and Vision of CoREW as agreed and monitored by the Executive by ensuring that action plans, financial reports, and policies and procedures are prepared and in place to achieve those objectives.
- Initiate and support innovative change, regularly reviewing and developing the services that CoREW provides on behalf of the Executive to help the membership with existing issues affecting those in Religious life.
- Be aware of, and make provision to provide access to, services and assistance for new and changing needs and requirements.
- Provide regular action plans and reports for the Executive in line with the strategy.
- Ensure that issues relating to Safeguarding, GDPR, Visa and Vetting services, and financial planning are understood by the staff and that they, the Executive and the members are aware of their responsibilities and have access to the requisite services, training and advice.

## **3. Financial Resources and Systems**

The General Secretary, in consultation with the Finance Committee, will ensure that all the resources that are required to achieve the strategy are in place and maintained, and will agree and implement measures to achieve the most efficient and effective utilisation of resources.

In order to achieve this, the General Secretary will:

- Propose and agree annual budget budgets with the Finance Committee and the CoREW Executive;
- Ensure alignment between goals and resources and reflect this in the Financial Strategy that is presented to the Finance Committee and agreed by the CoREW Executive annually, and ensure that these are regularly reviewed at Executive meetings;
- Ensure robust financial procedures and controls are in place to manage resources within budget ensuring value for money, identifying risk and safeguarding against fraud or error;
- Ensure that the ACT management and other IT systems and packages are developed and maintained to their full potential;
- Actively manage service contracts with external providers to ensure up-to-date and efficient management practices and systems exist across CoREW; and,
- Liaise directly with the Auditors on operational matters ensuring pertinent information (such as risk analysis and any issues arising) is quickly identified and brought to the attention of the Executive.

#### **4. Relationships and Communications**

The Secretary General will help CoREW to build and maintain collaborative, professional relationships with both the membership and those who act as advisors to CoREW.

In order to achieve this, the General Secretary will:

- Ensure that CoREW is consistently presented in a strong, positive image to all;
- Act as a positive advocate for CoREW at all times;
- With the Development Lead and the Administrative Coordinator, establish and maintain appropriate communication systems; and when there are changes ensure the Executive and the membership are fully consulted and advised, as appropriate, in a timely manner;
- Build and maintain good management information systems, and work with the Development Lead to make best use of the website and other social media platforms;
- Establish a strong reputation for providing access routes to high quality and timely advice, information and support on issues and developments that affect those in Religious life and wider society;
- Build collaborative, professional relationships both internally and externally;
- In agreement with the Executive, ensure CoREW is appropriately represented on all bodies and at meetings and events that influence CoREW's strategic aims, and report back regularly; and,
- Attend, support and facilitate the work of all Executive subgroups including the Finance Committee and Safeguarding groups.

#### **5. Culture**

Under the leadership of the Executive, the General Secretary will develop a team-based, service-oriented culture that places the interests of the membership at the heart of the organisation.

In order to achieve this, the General Secretary will:

- Lead by example and demonstrate clear vision and management skills, listening to and utilising the expertise and knowledge of the team.
- Ensure that CoREW has a well-motivated, highly skilled, and enthusiastic team who are confident and capable of delivering up-to-date high-quality services for the membership;
- Lead regular in-house team meetings to review and plan priorities and tasks;
- Review training needs across the organisation to ensure that skills and competencies are regularly reviewed and training implemented as necessary to enable the team to continue to fulfil the needs of the organisation and its membership at all times: and,
- Foster a team spirit and build a sense of pride and fulfilment in the values and aims of CoREW.

#### **6. Additional Duties**

The General Secretary will undertake specific projects and tasks on behalf of the Executive as required

July 2018