

## Governance Administrator

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Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£27,321 - £32,463 per annum (Diocesan Pay-scale Band 3.1 - 3.3)
Hours of work:	Full time - 35 hours per week
Contract:	Permanent
Normal place of work:	St John's House, 155-163 The Rock, Bury BL9 0ND

## Role Description

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### Purpose

To provide administrative support for the Diocese's key governance arrangements. This is an office-based role with option to work from home occasionally. From time to time, it will involve weekend and evening working, for which time off in lieu may be taken. There may be some travel within the diocese to attend meetings. Whilst a regular pattern of work can be agreed, some flexibility will be required.

### Accountability and Key Relationships

The post is line managed by the Transformation Director. The post holder has key working relationships with members of the Finance Team, senior clergy, support officers, Project Board chairs and the COO/Diocesan Secretary as well as Governance Manager.

## Key Responsibilities

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- Support the effective governance and delivery of the Diocese's agreed programmes and projects by:
  - Scheduling programme board and project team meetings, and any other relevant boards and committees as required, to the agreed timetables.
  - Requesting reports and updates and following up when not received.
  - Collating and distributing agenda packs.
  - Taking, writing and issuing minutes.
  - Maintaining and updating action logs – seeking updates from action owners as required.
- Maintaining the appropriate electronic filing systems.
- Compiling and updating lessons learned logs, outcomes and metric logs and risk registers for projects.
- Checking the team inbox – providing responses or referring queries to colleagues as appropriate.
- Liaising with project leaders and project teams at the request of the Transformation Director.
- Undertake training to ensure continued professional development as necessary.
- Any other relevant duties appropriate to the post.

This job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties commensurate to the post.

## Person Specification

<b>Requirements</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 4 or equivalent qualifications</li> </ul>
<b>Experience and Understanding</b>	<ul style="list-style-type: none"> <li>• Administrative or secretarial experience, ideally in a project support environment</li> <li>• Experience of minute taking</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills including Excel and Word</li> <li>• Good administrative skills including minute taking</li> <li>• Good organisational skills including ability to prioritise own work on a day-to-day basis</li> <li>• Ability to communicate effectively with all stakeholders</li> <li>• Able to adhere to confidentiality and exercise discretion</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Sympathy with the aims and values of the Church of England</li> <li>• An appreciation of the diverse communities in the Diocese</li> </ul>
<b>Work-related circumstances</b>	<ul style="list-style-type: none"> <li>• Willing to attend evening and weekend meetings and events – with notice</li> <li>• Willingness to travel to meetings (car not essential)</li> <li>• Able to work flexibly and vary days worked on request</li> </ul>

## Additional Information

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### Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance
Line Manager	Project Officer (Programme)
Probation	Appointments subject to a 6-month probationary period
Normal place of work	St John's House, 155-163 The Rock, Bury, BL9 0ND
Hours	Full time - 35 hours per week
Salary	£27,321 - £32,463 per annum (Diocesan Pay-scale Band 3.1 - 3.3)
Contract	Permanent
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

### Application timetable

The closing date for applications is **Sunday, 26 April 2026 at 23:59pm.**

Shortlisted candidates will be informed by **Monday, 27 April 2026.**

The interviews are scheduled for **Wednesday, 6 May 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

Queries can be directed to [jobs@manchester.anglican.org](mailto:jobs@manchester.anglican.org)

### Eligibility and pre-employment enquiries

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.