



Application Pack

Ref: WA373

Governance Advisor

Salary £35,000 per annum

**Full-time - Permanent
40 hours per week**

Advert Date: 18 December 2024

Closing Date: 16 January 2025

Westminster Abbey



Contents

- About Westminster Abbey
- Job description and Person Specification
- Working for us
- Equality statement
- Safeguarding
- How to apply

About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Our Values:

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

Job Description

JOB TITLE: Governance Advisor

ACCOUNTABLE TO: Governance Officer

KEY RELATIONSHIPS: **Internal:** Receiver General, Deputy Receiver General, Heads of Department, IT department, Audit & Risk Panel

JOB SUMMARY: This is an exciting opportunity in a new post to develop skills and experience working within governance. You will be responsible for efficiently administering quarterly department reporting against departmental business plans, and advising on the development of Key Performance Indicators (KPIs), on risk management and on data protection. There may be scope to act as secretary to some of the Abbey's governance groups, under the direction of the Governance Officer, and you may be tasked with further governance responsibilities as deemed appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

1. You will maintain and advise on the updating of departmental risk registers, and on how the more significant of these risks feed into the Abbey Risk Register, which is reported biannually to the Audit & Risk Panel and to the Abbey Board.
2. You will help to review and implement, if necessary, a revised scoring system for the Abbey's risk registers.
3. You will consider ways in which key risks can be mitigated.
4. You will develop and maintain a framework for quarterly departmental reporting, including on KPIs, as part of the Abbey's business planning process, and monitor progress against KPIs and agreed actions. This will involve helping Heads of Department to devise suitable KPIs.
5. You will explore whether there is a suitable online system for the tracking of KPIs and, if so, you will run a procurement process to select this in line with best practice. Subsequently, you will operate this system effectively.
6. You will support the Deputy Receiver General, Operations Executive and the Board to review progress on the Abbey's business plan and of KPIs.
7. You will help to prepare reports for the Abbey Board and other governance groups as necessary.
8. You will advise staff across the Abbey on compliance with the Abbey's Data Protection Policy, keeping this policy reviewed as necessary so it remains in line with UK GDPR laws.
9. You may be tasked, as appropriate, with acting as secretary to some of the Abbey's governance groups, including working with senior Abbey staff on preparation of agendas and forward agenda plans, organising meetings and taking minutes.

Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

Skills/Aptitudes:

1. A good degree, combined with the ability to understand complex items of committee business.
2. Excellent written and oral communications skills.
3. Strong organisational and administrative skills, with a keen attention to detail.
4. Sound judgement in analysing issues and proposing effective ways forward;
5. The ability to engage positively and collaborate effectively with colleagues of all levels and with non-executive Board members.
6. The ability to work effectively under pressure, including the ability to manage time well, prioritise effectively and to handle multiple deadlines.
7. The ability to work both independently and to take and follow instructions.
8. Good IT skills, including knowledge and experience of Microsoft Office.

Personal Attributes & Circumstances:

9. Good interpersonal skills and an ability to build relationships efficiently and effectively.
10. An effective workload planner, and a highly organised, methodical and accurate individual.
11. A positive pro-active approach.
12. A trustworthy individual who is able to handle confidential and sensitive information with the appropriate discretion.
13. Solutions focused with a creative and flexible approach to problem solving.
14. The ability to communicate in challenging situations and to handle such situations calmly.
15. An empathy for the Christian faith and the mission of the Abbey.

Desirable

Knowledge/Experience:

16. An understanding of UK data privacy and protection regulations.
17. An understanding of governance frameworks and best practice.
18. An understand of risk management.
19. Experience of working in a fast-paced office environment with a varied workload.
20. Experience within a Church setting and/or a major architectural and historic environment.
21. Experience of charity and/or corporate governance, and working with Boards and Senior Management Teams.

The responsibilities contained within this job description are not exhaustive and will be kept under review. The contents may be amended from time to time to reflect the changing needs of Westminster Abbey. Any proposed changes will be discussed with the postholder.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

Working for us

Employment Status

This post is permanent.

Salary

The salary is £35,000 per annum. Salary is reviewed annually.

Working Hours

These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday however the postholder will be required to work hours that suits the needs of the organisation.

Annual Holidays

The full-time holiday entitlement is 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Training

We are pleased to offer on-site training in all aspects of the job to help you build a strong foundation. We anticipate providing significant professional training opportunities that will not only help you develop the skills necessary for the role but also support your ongoing personal and professional growth.

Throughout your probation period and during annual appraisals, we will continue to assess any further training needs to ensure you have the resources and support to succeed in your career journey with us.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Uniform

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

Equality Statement and

How to apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Thank you for taking the time to consider applying for this role, please email your completed application to: applications@westminster-abbey.org. We would also be happy to answer any questions you may have.

Applications should arrive no later than 12 noon on 16 January 2025. Interviews are scheduled to take place on 24 January 2025.

We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.