

SECTION A: THE ROLE	
Job Title:	Cathedrals Group Executive Officer (0.6FTE)
Institute/Service	To be agreed with the host university
Job Grade:	Salary range Grade 07 of the host university subject to annual review in accordance with the New Inches national pay award
Job Family:	To be agreed
Job Location:	Host university
Tenure	3 year secondment
Responsible To:	Accountable to the host institution's nominated officer
Role Purpose:	
The secondment to the post will be of temporary duration with a maximum of three years. Terms and conditions will be aligned with those of the host university which will be a member of the Cathedrals Group of Universities. To co-ordinate the work of the Cathedrals Group on an operational basis including its governance arrangements, ensuring compliance with its constitution and the requirements of the Charity Commission, including drafting of the Group's Annual Report. Provide all administrative services to support the Cathedral's Group's operations and business programme including, but not limited to, the preparation and distribution of all papers for Council and Executive Committee meetings and that of its Sub-Committees, as required and drafting the Annual Report for the consideration of the Executive and Council. Maintain confidentiality in respect of Cathedrals Group Member discussions as required. Support the Cathedrals Group by the provision of strategic and policy advice in respect of the higher education and wider political agenda relevant to the interests of the Cathedrals Group, including by the preparation of policy papers and briefing notes for the Group's Executive and Council and for external audiences including regulators, government officials, parliamentarians and Select Committees as required. Work with the Finance Team to assist with the management of the Group's financial affairs. Draft and post content on the Cathedrals Group's website and social media accounts in line with Cathedrals Group policy.	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES

1.	<u>Strategy and Policy</u> • monitor and maintain an understanding of higher education policy and funding agendas and other policy areas of interest to Cathedrals Group members, their students and graduates including teacher and health education and the skills agenda. • prepare briefing notes, discussion papers and draft policy responses for the Cathedrals Group, outlining the strategic implications of proposed changes in government policy and / or the regulations which apply to the higher education sector, including how the Group might respond proactively to such proposals. • identify opportunities and strategies to promote Cathedrals Group's interests with officials, regulatory bodies, elected representatives, Members of Parliament and the House of Lords. • draft submissions and responses to consultations, parliamentary and other inquiries as required by the Council.
	• analyse and collate data including in respect of the Cathedrals Group. • draft blogs, opinion pieces and press releases for the Chair as required.
2.	<u>Operation and Governance:</u> • co-ordinate the work of the Cathedrals Group on an operational basis including its governance arrangements, ensuring compliance with its constitution and the requirements of the Charity Commission. • arrange the schedule of yearly meetings for Council and the Executive Committee including the AGM, ad hoc meetings as required, via Teams and face-to-face as agreed, sourcing venues where required. • draft papers for and minutes of meetings and follow-up on agreed actions. • draft the Annual Report for the Executive, Council and the Charity Commission. • maintain and update membership records and contact details within the Cathedrals Group and of key external contacts. • manage, prioritise and respond to incoming and outgoing correspondence and emails in an efficient and organised manner. • provide administrative support for the Education and the Research and Enterprise Committees as required. • ensure that the requirements of the Cathedrals Group constitution are observed.

3.	<u>Finance:</u> - liaise with the Finance Team on the annual budget and the monitoring of financial statements in advance of meetings, the AGM and the annual audit. - ensure that the Executive and Council have the information required to agree annual subscription rates and provide Finance with the rates agreed to enable the issue of invoices to Member universities at the commencement of the financial year. - ensure that all Cathedrals Group invoices are forwarded to and paid by Finance in the correct manner. - assist Finance with the collation of the Trustees' 'Declaration of Interests' and ensure that all Charity Commission registrations details are up to date.
4.	<u>Website and social media:</u> - post on and update the Cathedrals Group website, liaising with Cathedrals Group Member universities for content as required. - consult with the website hosting contractor on the maintenance of the website. - ensure that all cookie controls and maintenance invoices are paid and up to date. - manage the Cathedral Group's social media accounts.

Additional Information:

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values: As Cathedrals Group Universities our values shape our work, culture and environment. Individuals are at the heart of what we do, and our culture of belonging recognises and seeks to support every person. As a Group, we are proud to advocate for the value of education and the contribution that we make to communities and regional and national economies. We have mutual respect for those we work with and for, and we care about understanding each other's challenges and helping one another to thrive.

Providing an Inclusive Environment: We support the enabling of inclusive environments by valuing, respecting and celebrating differences to ensure that as Cathedrals Group Universities we generate a sense of understanding and belonging. We recognise that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

Health & Safety Statement

The job-holder is required to ensure that all duties and responsibilities are discharged in accordance with their home/host University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 7 Role Title: Executive Officer	Essential/ Desirable	To be identified by:
Qualifications Educated to RQF Level 6 (Degree level standard or equivalent) or equivalent experience.	Essential	Application Form
Professional qualification or membership of relevant professional body (or equivalent experience).	Desirable	Application Form
Knowledge, skills and abilities Experience of drafting policy papers and providing strategic advice on key issues and strategy for senior leaders and / or organisations.	Essential	Supporting Statement/ Interview
Experience of maintaining membership records and contact lists.	Essential	Application Form
Experience of working with a membership organisation and with senior staff including CEOs or their equivalent.	Desirable	Supporting Statement/ Interview
An understanding of financial procedures and experience of budget setting and monitoring.	Essential	Supporting Statement/ Interview
Experience of managing the administration of business meetings, including the preparation of agendas, papers, drafting of minutes and sourcing venues.	Essential	Application Form/Interview
High level experience and knowledge of relevant IT packages, information systems and procedures, with a proven ability to adapt/transfer skills to use new technology, development and maintenance of document libraries, e.g. Microsoft Office including Excel, PowerPoint and Sharepoint.	Essential	Application Form/Interview
An understanding and knowledge of the higher education policy, funding and regulatory environment,	Desirable	Supporting Statement/ Interview
Experience of monitoring requirements in respect of constitutions and / or the charity commission.	Desirable	Supporting Statement/ Interview
Experience of public affairs and / or liaison with government / local authority officers and elected politicians.	Desirable	Supporting Statement/ Interview
Experience of maintaining and posting on website and social media accounts and drafting of blogs and / or press releases.	Essential	Supporting Statement/ Interview
Ability to work on a day-to-day basis without direct supervision.	Essential	Interview