



	To authorise the creation of a Chief Operating Officer post to replace the current Deputy General Secretary Administration and Resources role, and to authorise the Officers of the General Assembly to finalise the Job Description.
<b>Previous relevant documents</b>	
<b>Consultation has taken place with...</b>	Church House staff secretaries. Consultation will be ongoing at the time of Assembly with Committees, Synod Moderators and Synod Clerks.

### Summary of impact

<b>Financial</b>	It is expected that there will be an overall reduction in the costs of the new committee structure with reduced numbers attending meetings and reductions in associated travel costs. The reduction in staffing from three Deputy General Secretaries to one Deputy General Secretary and one Chief Operating Officer is expected will result in an overall cost saving.
<b>External (eg ecumenical)</b>	

## Church Life Review

### Central Committee Structure and Church House Structure

#### 1. Background

- 1.1. The question of the Church House staffing structure has moved up the agenda. Francis Brienen, Deputy General Secretary for Mission, retired at the end of April 2022. We have made a temporary 'acting-up' appointment to cover this for an initial two-year period.
- 1.2. Jane Baird, Deputy General Secretary for Administration and Resources, has indicated that she is likely to retire in June 2023.
- 1.3. Two retirements close to one another, and the fact that we have made a temporary appointment at the moment, gives us an opportunity to review the staffing structure at Church House. Given how closely related the staffing structure needs to be to the General Assembly Departmental and Committee structure, this means that we need to review both close at hand.

#### 2. Timetable

- 2.1. To realisti Tw 32(y)2tstaf-









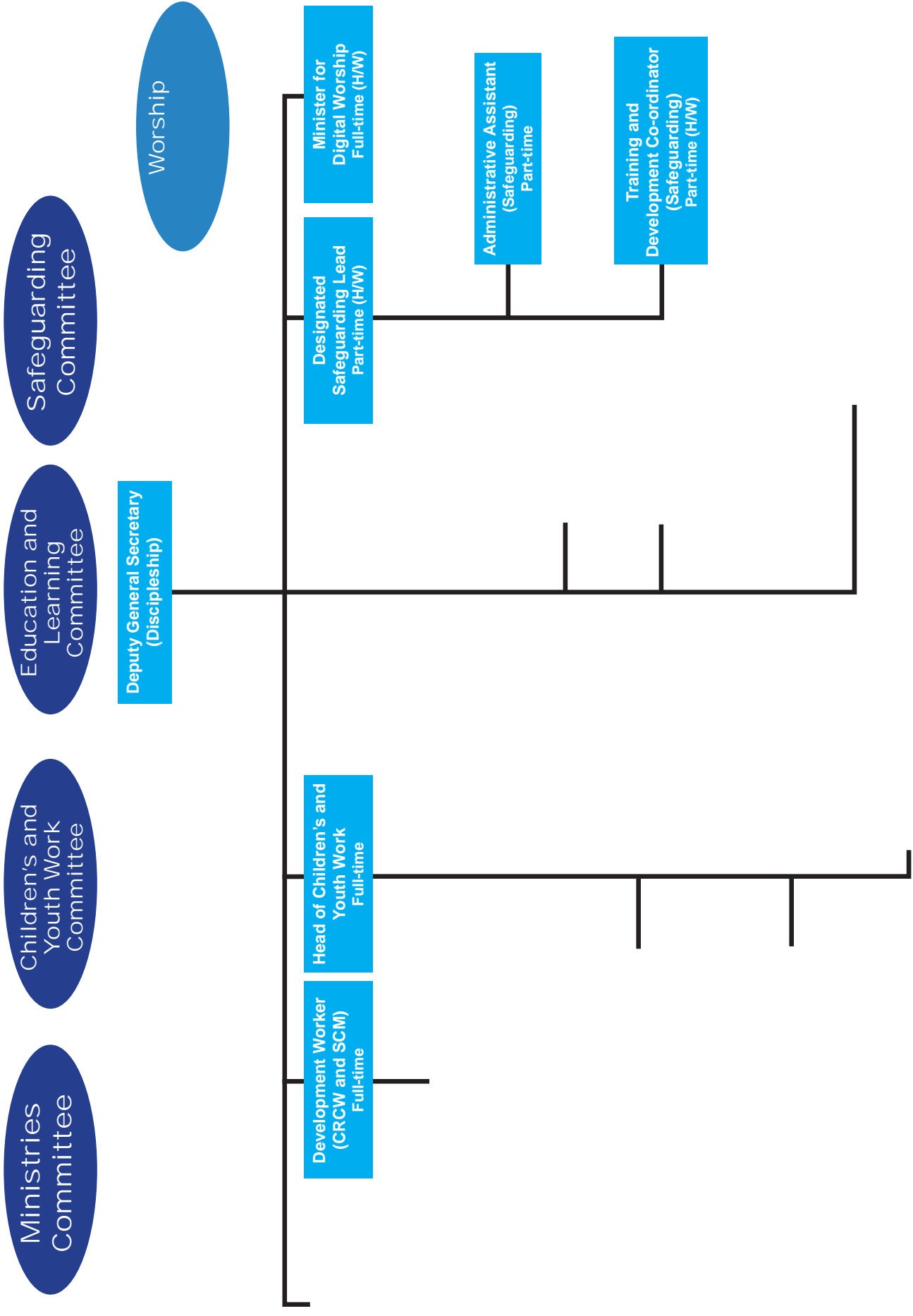


- 6.10. The current Equalities Committee has struggled to make a significant impact on the life of the church. The intention in creating a separate committee was to raise the significance of equalities for the life of the church, but has at times felt like in being siphoned off into a silo. Its work has been difficult. It offers representation onto each of the other committees, but there is a limit to the impact a representative for equalities matters can make on each committee. It is proposed, therefore, to make equalities a fundamental part of the terms of reference of each of the major Assembly Committees, requiring them to report on equalities matters in their areas of competence at each Assembly. It is rightly, for the Assembly to hold to account the entire life of the church for our equalities agenda.
- 6.11. In addition to the main standing committees of the Assembly, there would three standing advisory groups.
- 6.11.1. The Ministerial incapacity and discipline (MIND) advisory group** which would hold responsibility for the disciplinary and incapacity processes of the church, their good operation, and the selection and training of those who serve within it.
- 6.11.2. A Faith, Order and Wors0 1 Tf the A 2002 Tc -0.4 0 Td (A)Tj61326**







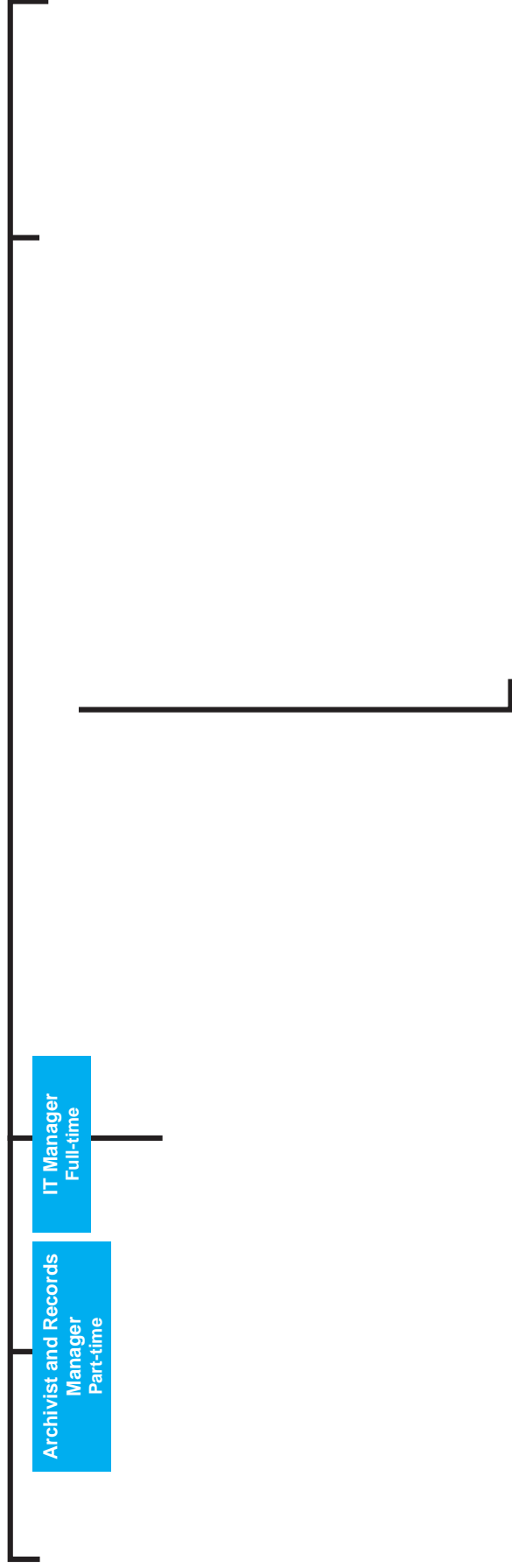


\*All full-time but send a significant proportion of time out of office



Equalities  
Committee

Finance  
Committee





## Indicative job description and person specification

<b>Job Title</b>	Chief Operating Officer
<b>Area/Department</b>	General Secretariat
<b>Reporting to</b>	General Secretary
<b>Direct Reports</b>	Chief Finance Officer; Head of Communications; Compliance Officer; Facilities Manager; HR Lead; Archivist and Records Manager; Head of IT
<b>Location</b>	Church House, 86 Tavistock Place, London, WC1H 9RT
<b>Travel</b>	Occasional travel in UK
<b>Working Hours</b>	Full time
<b>Job Summary:</b> Direct and oversee the functional activities of United Reformed Church House. Contributes to the development of long term operational goals and strategies and ensures their execution. Responsible for effective operational functions: finance; communications; legal; health and safety; compliance; IT; facilities management; records; central properties; Retired Ministers Housing Society. The post-holder is expected to be in sympathy with the ethos and convictions of the United Reformed Church.	

### Background

-

**Principal responsibilities and duties**





