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| **Role title**  | **Assistant Clerk of General Assembly**  |
| **Governance area** | General Secretariat / General Assembly  |
| **Main points of contact**  | The Assistant Clerk reports to the Clerk but works closely with the General Secretary and other members of the General Secretariat, the Officers of Assembly and other members of Business Committee. |
| **Connected roles** | The Assistant Clerk is also a member of a number of Committees and groups as detailed below. |
| **Sources of support** | Secretaries to the different committees and the PA to the General Secretary in relation to Business Committee and General Assembly and the PA to the Deputy General Secretary (Discipleship) for Assembly Executive. |
| **Location** | Preparatory work will normally be done from home.The majority of meetings will be online. Where meetings are in person, these are likely to take place at URC Church House, London. General Assembly and Assembly Executive are currently held at the Hayes Conference Centre, Swanwick and there is one annual Business Committee residential held at variable locations. |
| **Time commitment** | For the different committees there will be attendance at online and in persons meetings (plus additional preparation and follow up work between meetings:The hours relating to work outside of meetings are not fixed. These vary considerably over the year. Some periods can be very quiet while others eg in the days before meetings of the General Assembly or Assembly Executive, overseeing and preparing for an appeal, or attending and completing work for or from a committee can be considerably busier.  |
| **Remuneration** | Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the different committees and councils of the Church will be reimbursed, in accordance with the URC expenses policy. |

**Role description**

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| **Role summary:** To assist the Clerk in being an efficient and impartial source of constitutional advice to the General Assembly, in particular to its Moderators; also, so far as reasonably possible, to others in the URC. |

**Principal responsibilities and duties**

**At General Assembly and Assembly Executive, the Assistant Clerk will:**

1. Attend all sessions of Assembly Executive and General Assembly as a member of those bodies.
2. Assist with the provision of advice on the preparation and presentation of business to General Assembly and Assembly Executive, and on procedures for dealing with this.
3. Assist in the production and authorisation of the minutes of General Assembly and Assembly Executive and to sign off copy produced by the Communications Team for posting on the URC website while the meetings are in session.

 **In attending and participating in the various committee meetings, the
Assistant Clerk will:**

1. Attend as many of the relevant committees’ meetings as practicably possible with the particular remit to support the Clerk in the giving of constitutional and procedural advice where necessary.
2. Read all papers carefully in advance of each meeting to participate in discussions and ask appropriate questions.
3. Familiarise yourself with the committees’ Terms of Reference and any associated delegated authority from General Assembly and / or URC Trust.
4. Be willing to support particular pieces of committee work outside of the meetings from time to time.

**In support of governance more widely the Assistant Clerk will:**

1. Assist in the drafting of constitutional documents as required.
2. Offer advice as required to staff and committees of the General Assembly when requested by the Clerk.
3. Offer independent advice on the constitution and procedures of the Church to all members when requested by the Clerk.
4. Act as secretary in certain appeals procedures on behalf of the Clerk, or assisting the Clerk, if required.

**Training**

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Clerk and General Secretary.

**Working with other committees and volunteers**

*This section lists the type and level of interaction that this role has with committees and other groups. It may vary from time to time and as directed by the Business Committee / General Secretariat.*The Assistant Clerk will be involved in the following councils and committees:

1. General Assembly – full member
General Assembly meets once per annum in June / July for a residential meeting from Friday until Monday.
2. Assembly Executive – full member
Assembly Executive meets twice per annum; the November Assembly Executive is one evening meeting held online and the February meeting is an in person residential from Friday afternoon until Sunday afternoon.
3. Business Committee – full member
Business Committee meets a minimum of four times per year plus one 24 hour residential. The frequency of meetings may change as the work of the Church Life Review develops.
4. Complaints and Disciplinary Advisory Group (CDAG) – full member
CDAG meets twice per year in person.
5. Law and Polity Advisory Group (LPAG) – full member
LPAG meets four times a year; up to twice in person and twice online.
6. URC Trust – in attendance at meetings as necessary
URC Trust meets four times per year; up to twice in person and twice online.

This position may change as committee remits change within the Church
Life Review.
 **Expected standards***This section refers to the way in which the role should be done rather than the duties / responsibilities.*

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external colleagues.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Act in ways that protect own and others’ health safety and security.
4. Work collaboratively to develop a service culture which fosters continuous improvement.
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.
6. Promote, monitor and maintain best practice in data protection principles and practice.
7. Specific role related standard: be attentive to boundaries – of process, office, time-limits and confidentiality – and foster an environment that respects these.

*This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational
needs and this role description will therefore be subject to periodic review and change if required.*

**Person specification**

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| **Role: Assistant Clerk of General Assembly** |

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| **Requirements** | **Essential** | **Desirable** |
| Experience and knowledge | 1. Thorough knowledge of the United Reformed Church, its structures, and councils.
 | * Working with legal documents
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| Skills and abilities | 1. Work collaboratively with a diverse range of people.
2. Good IT skills including Microsoft Office suite (especially Outlook, Word, Excel PowerPoint), Access, Zoom.
3. Excellent communication and interpersonal skills.
4. Accuracy and attention to detail.
5. Confidentiality.
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| Other | 1. Member of the United Reformed Church.
2. Willing to travel within the UK.
3. Flexible in attending meetings, events (eg weekends, residential).
4. Willing to work within the Christian ethos of the United Reformed Church.
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