

DIOCESE OF JOHANNESBURG

DIOCESAN EXECUTIVE OFFICER-

ROLE DESCRIPTION

Job title:	DIOCESAN EXECUTIVE OFFICER
Responsible (reports) to	Board of Trustees/ Bishop

Principal objective: The Diocesan Executive Officer (DEO) is required co-ordinate the core administration activities of the Diocese and to ensure operational capacity and efficiency for this purpose. This will include financial planning and management, provide logistical support to program activities for mission and ministry as well as IT and administrative systems to support the business.

The overall function of the DEO is to ensure operational support to the Diocesan Mandate .

Key Performance Areas	Key Performance Indicators
<ul style="list-style-type: none"> Provide support to the Trustees and Bishop, in the development of the strategic plan for the diocese, includes centre and property management. Develop the organizational financial planning, modelling and reporting Implement strategic plan, and objectives for the Diocese- work towards parish and diocesan sustainability. Provide operational support and co-ordination in terms of ministerial and parish administration. Ensure operational stability and capacity for the finance and operations department Prepare annual financial reports and statements as well as regular feedback and progress reports to finance board and trust board and other entities as needed. 	<ul style="list-style-type: none"> The Development of strategic plan for areas of responsibility including revenue projections and opportunities for growth including mission and witness. The implementation of the strategic plan and ensuring that all targets and measures are obtained. Diocesan programs aligned to the missional priorities of the diocese plans, including budgets and development programmes are developed and implemented. People development plans and measures that include improving competence and proficiency of the team. Preparation of financial statements and reports Liaison with auditors Governance reporting and interaction as needed Ministerial Program support and reporting.

Qualifications and Experience:

At least an Honour's Degree in business or related field and extensive training and experience in financial and business management and administration is essential as is membership of the Anglican church. A background in public benefit and church programs and activities will be preferred. Some experience in organisational transformation initiatives and system operations will be an advantage. At least five years' experience in a senior role.

Core Competencies

Knowledge	Skills	Attributes
<ul style="list-style-type: none"> Anglican church and its purpose Mission and witness work of the church Financial and business systems administration and management Financial planning Financial reporting Operations management Strategic planning, implementation and management Organisational building and transformation principles 	<ul style="list-style-type: none"> Business acumen Ability to manage complex and diverse projects (Journey Management) Ability to manage multi-stakeholder and program financials Strong Leadership skills Analytical skills Ability to interact with multiple stakeholders with very strong and diverse views People Management skills Change Management skills 	<ul style="list-style-type: none"> Attitude of prayerfulness and spirituality Teachable attitude Attention: to detail Strategic focus Decisive Customer focus Values Diversity

MEMBERSHIP OF THE FOLLOWING COMMITTEES AND BODIES:

Chapter
Finance Board
Trust Board
Institutions- schools, MU, AWF and others
Synod
Diocesan Standing Committee
Bishops executive
Internal committees:
Remco
School for ministries
Parish Secretaries / Administrators
Training of parish councilors and wardens

ATTENDANCE OF AND PREPARATION FOR THE FOLLOWING MEETINGS AND CONFERENCES

Meeting	Role and function
Diocesan Secretaries	Attendee
Synod	Attend, report and logistics
DSC	Attend, report and logistics
Prov Synod	
PSC	

RELATIONSHIPS WITH THE FOLLOWING STAKEHOLDERS:

Bishop
Bursar and deputies
Chancellors and registrars
Archdeacons
Trustees
Finance Board
Heads of institutions and organisations
Prov treasurer
Service providers