



## **Assistant Administrator (Mission & Ministry) Part-time, Maternity Cover**

### **JOB DESCRIPTION**

#### **PURPOSE**

To provide comprehensive administrative, secretarial and clerical support for Mission and Ministry Team.

#### **REPORTING TO**

Director of Mission & Ministry (possibly delegated to Diocesan Mission Enabler once appointed).

#### **KEY CONNECTIONS**

Director of Mission and Ministry; Diocesan Mission Enabler (to be appointed),, Senior Administrator Mission and Ministry; Diocesan Youth and Young Adults Officer; Diocesan Children's and Families' Enabler; Discipleship and Ministry Development Officer, Director of Ordinands; other Mission and Ministry Team Members, Diocesan Business Information & Systems Administrator, Communications and Finance Teams. Waveney & Blyth Deanery Contact.

#### **KEY RESPONSIBILITIES**

To provide administrative support and financial management in the team's mission work, including being the main point of contact for a wide range of enquires from clergy, lay ministers and the public.

To support and deputise for the Senior Administrator in all aspects of Mission and Ministry administration, including the communication of its work across the diocese.

#### **KEY DUTIES**

##### **As Mission Support:**

- To support the implementation of the Ministry Deployment Strategy as part of a systematic programme of comprehensive change led by Director of M&M and Diocesan Mission Enabler (to be appointed) includes..
  - tracking of all action points in each deanery;
  - arranging of appointments & meetings;
  - support for training events for focal ministry; Incumbent transitioning, congregational development and promotion of vocations;
  - relevant support from wider M&M team, stewardship, church buildings programmes, governance changes etc);This to be undertaken in Waveney & Blyth Deanery in consultation with the Deanery Point of Contact
- To support delivery of mission programmes such as Germinate, Everybody Welcome, Growing through a vacancy, LyCiG etc.....
- To continue to research and resourcing best in developing parish online presence especially in regards to mission via live streaming services etc.....

- To support Growing Younger through newsletter and social media communication – possible assistance with searching for grant applications. (Not unrelated to 1) above as mission with Children/Families and Youth one of the most requested areas of support from parishes and in Deanery Plans.
- To act as minutes secretary in support all mission meetings (e.g. Mission and Ministry Team, World Mission Group, Gather, Growing Younger Forum....)
- To support effective collection, interpretation dissemination and recording of data relevant to mission especially supporting the tracking of Mission Action Planning. In 2021 we are due to hold a significant review in each benefice of their MAP.
- To oversee the administrative and financial controls for the allocation of grants to support mission via Growing in God Fund ensuring the collection and communication of stories demonstrating the impact of this funding.

**As an assistant to the senior administrator:**

- To become familiar with the department's administrative tasks in order to be able to support the work of the team effectively.
- To ensure all Mission and Ministry Team web pages are developed to the highest standards and are up to date. To ensure events, courses and news are communicated via relevant social and other media platforms, as guided by the Communications Manager.
- To organise, and on occasions attend, mission training events both live and online, with bookings, internal communications, slide presentation, welcome and support to participants, liaising with venue hosts and caterers and evaluation of training. On occasion, if appropriate, assist with the delivery of materials, facilitation of groups and training in mission accompaniment.
- To assist with the administration of licensed ministries recruitment, discernment processes, licensing and on-going training and re-licensing support.
- To assist with payment of invoices and ministerial grants in accordance with policy and procedures as advised by Finance Team.
- To support the development of a diocesan-wide learning community with both physical and virtual training opportunities and resources.
- To provide assistance as required with reception cover and associated duties.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Qualifications/Knowledge</b>	
<ul style="list-style-type: none"> <li>Working knowledge of Microsoft Office including Word, Excel, PowerPoint, Outlook, Publisher.</li> </ul>	<ul style="list-style-type: none"> <li>Secretarial qualifications</li> <li>English and Maths to Standard Grade or beyond</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Working successfully and co-operating as a member of a team</li> <li>Work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>Website updating</li> <li>Office experience</li> <li>Mission and Evangelism activities</li> </ul>
<b>Skills and Abilities /Aptitudes</b>	
<ul style="list-style-type: none"> <li>Good written communication skills especially ability to take minutes, record accurately, file electronic &amp; physical records.</li> <li>Excellent verbal communication skills especially telephone manner acting as first point of contact.</li> <li>Numerically literate and with the confidence to maintain basic financial records.</li> <li>Confident with social media and updating website entries.</li> <li>Team player willing to work collaboratively and assist with a range of activities as needed.</li> <li>A commitment to Continuing Professional Development.</li> </ul>	
<b>Work-Related Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Creative and enthusiastic</li> <li>Punctual, organised and resourceful</li> <li>Approachable and empathic</li> <li>On occasion willingness to travel across the diocese to engage with training and mission events and programmes.</li> <li>Willingness to work flexibly at weekends and evenings as needed.</li> <li>Committed to DBF work values (Respect, Transparency, Quality and Well-being).</li> <li>Committed to positive promotion of Christianity and willingness to learn about the Church of England</li> <li>An amiable personality and a good sense of humour!</li> </ul>	<p>Regular worshipper in a member of Churches Together in England and attested role model of Christian discipleship.</p>

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles. The Deanery of Ipswich has 19 Parishes with 24 churches and 15 benefices. The population is approximately 150,000.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in line with our Values of Respect, Transparency, Quality and Support.

Salary	The post is at Band C Point 1 of the DBF Salary Scales, currently £16,118 (£20,148 FTE)
Length of contract	Temporary contract for maternity cover January 2021 to October 2021.
Pension provision	If eligible, membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part-time 28 hours per week worked Monday to Friday with occasional evenings and weekends. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas) Pro rata of the FTE for part-time.
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	Diocesan Office, 4 Cutler Street Ipswich IP1 1UQ

**For an informal conversation please contact:** Dave Gardner, Director of Mission and Ministry. (01473) 298521 or 07731 442423

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<https://www.cofesuffolk.org/vacancies>

**Applications marked 'Confidential Application' to be sent to:** HR Manager at [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Closing Date for Applications:** 12 Noon Thursday 16<sup>th</sup> December 2020

**Interview Date:** Tuesday 5<sup>th</sup> January 2021