



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Administration Assistant

Job Description Fixed Term 2 years

DIOCESAN VISION & MISSION

The Diocese's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger'; in achieving the vision of "Growing in God" by being "Flourishing congregations, making a difference".

DEPARTMENT DESCRIPTION

The Mission and Ministry department provides support to Parishes to help them achieve the Diocese mission priorities together with overseeing the training and support for those wishing to enter the clergy.

PURPOSE

Under the supervision of the Senior Administrator to provide assistance in the team's mission work, including being a point of contact for a wide range of enquiries from clergy, lay ministers and the public.

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

REPORTING TO

Senior Administrator
Director of Mission and Ministry

KEY CONNECTIONS

Members of the Mission and Ministry Department
DBF departments

KEY RESPONSIBILITIES

Carry out general administrative tasks, such as emailing, keeping spreadsheets up to date, dealing with post etc.

To assist with payment of invoices and ministerial grants in accordance with policy and procedures as advised by the Finance Team.

Organise conferences, eg pre-retirement conferences. Arranging necessary rooms, accommodation, catering requirements, invitations and monitoring invitation responses. Preparing associated paperwork for meetings, agendas etc. Taking minutes and distributing.

Administration of diocesan training events, such as the Bishops's study mornings. Arranging dates, booking rooms, arranging catering, sending out invitations and monitoring invitation responses. Preparing associated paperwork for meetings, agendas etc. Taking minutes and distributing. Attendance on the day may be required including, opening up venue, welcoming attendees, refreshments etc.

To assist with the administration of licensed and commissioned ministries recruitment, discernment processes, licensing/commissioning, on-going training and re-licensing support, including monitoring safeguarding training.

To provide general administrative support to the Senior Administrator as required.

To provide assistance as required with reception cover and associated duties.

Please Note:

This list of responsibilities is not exhaustive and the post holder may be required to undertake other duties of a similar nature, as may from time to time be required.

PERSON SPECIFICATION

Essential	Desirable
<p>Good general level of education</p> <p>Proven administration skills</p>	<p>Administration or business qualification</p>
Skills / Abilities / Aptitudes	
<p>Computer literate able to use, word, excel, outlook, including diary management, Teams.</p> <p>Working successfully and co-operating as a member of a team</p> <p>Work on own initiative</p> <p>Experience of taking minutes and preparing reports eg for grant panels</p>	<p>Quick and keen learner</p>
Work-related Personal Qualities	
<p>Creative and enthusiastic</p> <p>Punctual, organised and resourceful</p> <p>Approachable and empathic</p> <p>On occasion, willing to travel throughout the diocese to engage with training and mission events and programmes.</p> <p>Willingness to work flexibly at weekends and evenings as needed.</p> <p>Committed to DBF work values (Respect, Transparency, Quality and Well-being)</p> <p>An amiable personality and a good sense of humour!</p>	

GENERAL INFORMATION
About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

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 providing service and support in line with our values of Respect, Transparency, Quality and Well-being. The DBF is an equal opportunities employer.

Terms and conditions – general information

Salary	The salary range for this post is £12,714 to £14,400 per annum (FTE £21,190 to £24,000) dependent upon experience.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part time 21 hours per week, with a requirement to be in the office on Tuesdays. Other working days to be agreed with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six 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, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ However, these offices are currently up for sale, and we are planning a potential move away from this location to new offices within a reasonable distance (either within Ipswich or on the outskirts of Ipswich) which will become the main place of work.

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

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

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

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

Closing Date for Applications: Friday, 5th July 2024 at 5pm

Interview Date: Wednesday, 17th July 2024