

Mission Administrator (Mission & Ministry)

JOB DESCRIPTION

PURPOSE

To provide administrative, secretarial and clerical support for members of the Mission and Ministry Team especially relating to Mission.

REPORTING TO

Diocesan Mission Enabler with operational support from the Mission and Ministry, Senior Administrator.

KEY CONNECTIONS

Director of Mission and Ministry; Diocesan Mission Enabler; 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; Communications team and Finance team.

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 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.

KEY DUTIES

As the Mission Focal Point:

To support all mission groups (e.g. Mission and Ministry Team, World Mission Group, Gather, Growing Younger Implementation Group, Growing in Influence Committee, Anti-bullying and Anti-harassment Management Group etc.) including taking minutes and other administrative functions.

To support effective collection, interpretation, dissemination and recording of data relevant to mission, especially the tracking of Mission Action Planning returns.

To provide support for the development of our Growing Younger Strategic Plan including development of a Growing Younger Newsletter, Growing Younger Sunday and associated activities.

To develop appropriate administrative and financial processes to monitor and manage grants to support mission via Growth Fund, Mission Fund and Growing Younger Beacon Fund (this includes supporting the funding of employed children's & families ministers & youth workers in parishes). The Mission Administrator will supply information for the allocation of these funds to the overseeing panels.

To organise (and on occasion, attend) mission training events and programmes (e.g. Germinate, PMC) including bookings, internal communications, slide presentation, welcome and support to participants, liaising with venue hosts and caterers, and evaluations. On occasion, as appropriate, assist with the delivery of materials, facilitation of groups and training in mission accompaniment.

As 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 assist with the administration of licensed and commissioned ministries recruitment, discernment processes, licensing/commissioning, 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 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 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.

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
Qualifications/Knowledge	
<ul style="list-style-type: none"> Fluency in Microsoft Office including Word, Excel, PowerPoint, Outlook, Publisher 	<ul style="list-style-type: none"> Secretarial qualifications English and Maths to Standard Grade or beyond
Experience	
<ul style="list-style-type: none"> Working successfully and co-operating as a member of a team Work on own initiative Negotiating with funders, grant applications and other third parties Experience of taking minutes and preparing reports eg for grant panels 	<ul style="list-style-type: none"> Website creation Experience of working in an office environment Mission and Evangelism engagement Funding allocation Maintaining accurate and accessible records, both electronic and physical. Regular worshipper as a member of Churches Together in England church Attested role model of Christian discipleship
Skills and Abilities / Aptitudes	
<ul style="list-style-type: none"> Good written communication skills, and excellent verbal and digital communication skills, especially telephone manner and email communication. Confidence to manage financial controls, records and administer funds. Confident with social media and updating website entries Team player willing to work collaboratively and assist with a range of activities as needed Able to see new ways of doing things to support the work of Mission and Ministry A commitment to Continuing Professional Development 	

Work-Related Personal Qualities	
<ul style="list-style-type: none">• Creative and enthusiastic• Punctual, organised and resourceful• Approachable and empathic• On occasion, willing to travel throughout the diocese to engage with training and mission events and programmes• Willingness to work flexibly at weekends and evenings as needed• Committed to DBF work values (Respect, Transparency, Quality and Well-being)• An amiable personality and a good sense of humour!	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 443 parishes, 18 deaneries with 476 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 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 Point C of Band 4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales £24,183 FTE
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Full time, 35 hours per week Monday to Friday worked flexibility by agreement. TOIL (time off in lieu) is applicable for any evening and weekend working to be agreed with the line manager.
Holidays	25 days paid leave, 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 two weeks and thereafter one month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ (except job share where location might be split across the Diocese)

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.

For an informal conversation please contact: Dave Gardner, Director of Mission and Ministry (dave.gardner@cofesuffolk.org 07394 559887)

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

Applications marked 'Confidential Application' to be sent to: HR at 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: 5pm Monday 21st February 2022

Interviews: Friday 4th March 2022