



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

**Temporary Administrator for Parish Resources Team
(part-time 14-28 hours per week, £23,708 FTE,
expected to last until end of October 2022)**

Job Description

PURPOSE

We are looking for a part-time administrator who enjoys connecting with people, is confident on the telephone, has excellent writing skills, and is well organised. This temporary role will suit you if you like being busy and would like to work in a small friendly team connecting with volunteers in our churches. We are excited to be giving contactless giving devices to our churches as part of an ongoing initiative and part of the role will be to support the team in delivering this project, including taking part in the training of volunteers.

The Parish Resources Team supports parishes in adopting sound practices to optimise parish finances and includes for example promoting the Parish Giving Scheme (PGS), digital giving (contactless and online/QR codes), gift aid reclamation, legacies, grants and funding guidance, amongst others. Find out more about what we do on our Parish Stewardship pages [here](#).

The role is temporary and currently has a mix of office and homeworking and the hours can be worked flexibly over the working week. The role is expected to last until the end of October.

REPORTING TO

The Administrator reports to the Parish Resources Manager and will work as part of a small team alongside the Parish Grants and Funding Advisor.

KEY CONNECTIONS

Parish Resources Manager, Grants & Funding Advisor, Parochial clergy, PCC treasurers, Deanery Organisers, Finance Team, Diocesan Secretary.

KEY OBJECTIVES

- To support Parish Resources Manager in providing an efficient and effective service to the diocesan parish volunteers in a friendly and encouraging way.
- Ensure that the Digital Roll-Out runs smoothly and the information is recorded accurately by taking on the administration of the project. This will include liaising with the National Team, parishes, diocesan staff and device/app providers.
- Take part in setting up and training of volunteers in parishes during the Digital Roll-Out.
- To respond to contacts from parishes and other staff in a timely manner.
- Support and co-ordination in the PCC Workshop Programme, and other training the team offers.

KEY TASKS / RESPONSIBILITIES

- To support the Parish Resources Manager in promoting good practice to parishes in the areas of giving and generosity including promoting the PGS, online giving including QR codes, contactless devices, and good stewardship practice.
- Maintain records for the Team regarding contacts and progress with parishes.
- Respond to contacts from volunteers in parishes, other diocesan staff, and clergy to assist them in finding solutions to their queries in relation to reducing costs and maximizing income by using the existing resources, the diocesan and national websites under the direction of the Parish Resources Manager.
- Encourage all parishes to seek competitive quotations, notably through registering with the national church's procurement arm, Parish Buying.

OTHER DUTIES

- Attend regular Parish Resources Team meetings.
- Work collaboratively with colleagues both within and apart from the Parish Resources Team to provide parishes with support.
- Act as an intermediary between parish and diocese, ensure effective communication at all levels of engagement.
- Promote the sharing of good practice.
- Work as part of the team to help to achieve the team goals.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • Some administrative experience (including excellent written and verbal communication) with close attention to detail. • Experience of working with statistical data using Microsoft Office applications, in particular Excel. 	<ul style="list-style-type: none"> • Able to share knowledge and train volunteers in the use and setting up of digital giving platforms. • Knowledge of digital giving (contactless, online and QR codes) • Experience of working within a Faith context • Knowledge of Church structures and governance arrangements • Experience of Parish Finances, accounts and reports
Skills and Abilities /Aptitudes	
<ul style="list-style-type: none"> • A confident telephone manner, outgoing and engaging, with excellent oral and written communication skills • Well organised and able to plan workload and react to differing and competing workloads 	<ul style="list-style-type: none"> • Quick and keen learner • Can do attitude • Team player

<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to establish strong professional working relationships • Friendly and supportive manner at all times. 	
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Pro-active attitude in seeking opportunities to help parishes. • Robust and able to work calmly under pressure with a flexible approach to ensure priorities are well managed. • Discretion managing sensitive and confidential information. 	<ul style="list-style-type: none"> • Cheerful outlook and sense of humour. • Able to work flexibly including occasional evenings and weekends • Full driving licence and use of own car for work purposes with willingness to occasionally travel to meetings

GENERAL INFORMATION

Salary	The post is at C4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, pro-rata for part-time hours (£23,708 FTE).
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme, if applicable.
Hours of work	Part time 14-28 hours per week (negotiable) Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the 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

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 Julie Podd, Parish Resources Manager on 07826 556186 or email to arrange a call on julie.podd@cofesuffolk.org

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: Tuesday 7th June 2022 at 5pm

Interview date: Thursday 16th June 2022