

Mission Team Administrator
Full-time – 35 hours pw
£25,000 - £26,000pa

Job Description

BACKGROUND

Since 2019, supported by funding from the Church Commissioners (part of the Church of England at national level), the Diocese of St Edmundsbury and Ipswich has embarked on a significant programme of change in line with our vision of “Growing in God” and with national Church of England priorities. This has involved a seven-year Growing in God in the Countryside project, which is creating a more diverse range of worshipping communities, reflecting the needs and interests of local populations, and Inspiring Ipswich, a seven-year project to revitalise the deanery of Ipswich.

Alongside these, and across the Diocese, our Strategic Transformation Programme is bearing fruit in developing leaders, increasing vocations and developing a mixed ecology of church (including a strong focus on children and young people).

The Diocesan Mission and Ministry Team plays a key role in facilitating these projects. To sustain and build on what has been done so far, in terms of both culture change and developing skills and confidence, we now want to invest further in training and equipping ministers, both lay and ordained, and supporting parishes in their local mission and ministry. We are therefore looking to appoint a capable administrator to strengthen our Team.

DIOCESAN VISION & MISSION

The Diocese’s vision of Growing in God sees “flourishing congregations, making a difference” which takes shape through four mission priorities:

- Growing in depth
- Growing in influence
- Growing in number
- Growing younger

The Diocese’s Strategic Transformation Programme (STP) is running from 2022 – 2031 and, in line with the vision and strategy of the Church of England nationally, has the aim of:

Being a church for everyone through:

- Doubling the number of children and young active disciples in the Diocese by 2030.
- Fully representing the communities we serve in age and diversity.

Providing a pathway for everyone into an accessible expression of church through:

- A parish system re-vitalised for mission so churches can reach and serve everyone in their community.
- Creating 120 new Christian communities across the four areas of home, work/education, social and digital by 2030.

Empowered by:

- All Christians envisioned, resourced and released to live as disciples of Jesus Christ in the whole of life, bringing transformation to the church and world.
- All local churches, supported by the Diocese, becoming communities and hubs for initial and ongoing formation.

PURPOSE

The purpose of this role is to provide efficient and effective administrative support to Diocesan Mission Team and the Director of Mission and Ministry.

REPORTING TO

Diocesan Mission Enabler (Line Manager)
Director of Mission and Ministry (on some tasks)

KEY CONNECTIONS

- Diocesan Mission Team colleagues, and the wider Mission and Ministry department
- Diocesan staff colleagues, including Programme Management Office and Finance Office
- Clergy and lay leaders in parishes and new worshipping communities
- Suffolk Ministry Development Programme Facilitators

KEY TASKS

- Provision of high-quality general administrative support to the Diocesan Mission Team and the Director of Mission and Ministry, including calendar management, maintaining effective electronic and paper filing systems, and dealing with queries by email and telephone.
- Training and event administration, including organizing dates, venues, catering, attendance and preparation of materials. This includes administrative support for the Suffolk Ministry Development Programme. It will also involve attending events, including occasional overnight stays.
- General meeting preparation and support, including diary support for the Director of Mission and Ministry, including organizing dates, documentation, and other meeting requirements, and taking minutes when required.

- Project coordination, including tracking progress, gathering data, and reporting to Mission and Ministry colleagues and the Programme Management Office as required.
- Grant administration, including liaising with applicants, preparing paperwork for grant panels, arranging for disbursement of grant monies, and gathering feedback from applicants.
- Handling invoices, including coding, arranging authorization, tracking, and liaising following up on queries.
- Preparation of publicity and communications material, including updating web pages and the diocesan learning resource system.
- Close and flexible working with administrative colleagues in the Mission and Ministry department, and more widely within the diocesan staff as required.
- Ensuring that the requirements of data protection, confidentiality, health and safety, and safeguarding are adhered to throughout the course of all duties.

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.

This post will be based in the Diocesan Office in Ipswich with some travel expected. Some evening and weekend work will be required, for which time off in lieu will be given.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge	
<ul style="list-style-type: none"> • At least five passes at GCSE including Maths and English 	<ul style="list-style-type: none"> • Education to A Level or equivalent, or a BTech in Administration or similar subject • An understanding of the Church of England, its structures and organisation.
Experience	
<ul style="list-style-type: none"> • Proven professional administration support to a team. • Experience of managing diaries and arranging meetings with multiple stakeholders. • Experience of Office 365 (or equivalent), Zoom, Teams and electronic calendars. • Experience of drafting emails, minutes, and other documents. • Experience of working in a team. 	<ul style="list-style-type: none"> • Experience of working in an administration role in a church environment or within the charity sector. • Experience of event and/or training administration • Experience of working with web content management systems.

Skills and Abilities / Aptitudes	
<ul style="list-style-type: none"> • A self-starter and able to confidently work on own initiative, ensuring tasks are appropriately prioritised. • Communicates clearly and sensitively in writing and speech. • Flexible and adaptable to changing priorities. • Comfortable working within appropriate confidential boundaries. • Able to travel across the Diocese to support meetings and events. • Able to work with people of varying backgrounds, ages and experience, both volunteer and employed. • Holds a full driving licence and has access to own transport with insurance for travel on business purposes. 	
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Sympathetic to the aims of the Church of England and the Christian faith. • A generous-hearted team member. • Punctual, organised and resourceful • Approachable and empathic • Open to new ideas and willing to innovate. • Collaborative and self-aware, and willing to learn. • Sense of integrity and personal responsibility. • Committed to Diocesan (DBF) work values of respect, support, transparency and quality. • Willing to work flexibly at weekends and evenings as needed. 	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance (DBF) 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.

Salary	£25,000 - £26,000 per annum. Salary Band A.
Term	Permanent
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	35 hours per week some flexible working is required e.g. working some 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
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	The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ and required to travel throughout the diocese on occasion and attend a wide range of meetings.
Other	All appointments are subject to acceptable pre-appointment checks and this appointment is subject to an enhanced DBS check The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. Use of own personal transport and insurance for business use is required. Expenses for mileage will be met by 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 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:

Katie de Bourcier, Diocesan Mission Enabler: katie.debourcier@cofesuffolk.org or 07955 273158.

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 form. 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: 9th April 2025

Interview Date: 23rd April 2025