

## Job Description

### Deanery Partnership Administrator

**JOB TITLE:**

Deanery Partnership Administrator

**WORKING HOURS:**

Part Time working 17.5 hrs per week

**SALARY:**

£11,369 Part time (£22,738 pro rata)

**MAIN LOCATION:**

St Botolph's Church, Church St, Market Place, Boston PE21 6NW

**RESONSIBLE TO:**

Line managed by the Partnership Dean of Boston and Lay Co-Lead of Boston

**SUPPORTED BY:**

- Deanery Partnership Team including Lay and Ordained Ministers and Parish Officers
- Parish Administrators, both paid and voluntary
- The Parish Support Office Administration Team (located at Edward King House)

**EMPLOYER:**

Wyberton with Frampton PCC

**DBS CHECK REQUIRED:**

Not required

## MAIN DUTIES AND RESPONSIBILITIES:

- To organise meetings at Deanery Partnership level, booking venues, taking minutes, ensuring smooth logistics
- To assist with effective communication across the Deanery Partnership, and to collate and hold relevant information in an accessible manner.
- Supporting communications and collaboration between ministry teams operating within the Deanery Partnership.
- Work with the Parish Support Administration Team and Deaneries/Parishes to facilitate and assist with Diocesan wide activities, such as elections.
- Assisting in operating and updating the Deanery Partnership website.
- Ensure parish share and covenant contributions in the Deanery Partnership are effectively managed by working with the parishes and the LDTBF Finance Department.
- As necessary and required, to provide administrative support for baptisms, weddings and funerals, and creating rotas during vacancies. This would include keeping a central electronic record of bookings for these life events and sometimes where agreed with the relevant minister, being the first point of contact for bookings.
- Support the gathering of parish returns, statistics, and other relevant information from parishes, required by the Diocese and the National Church.
- Being first point of contact if necessary for queries regarding quinquennial inspections, church buildings insurance and log books and keeping central records of key dates for inspections and insurance renewals.
- Working with the LDTBF Church Buildings team to be the first point of contact for issues to do with church buildings and churchyards within the Deanery Partnership.
- Keep an overview of safeguarding compliance throughout the Deanery Partnership including Safer Recruiters, DBS checks and training. Reports to the Deanery Partnership Leaders any non-compliance by churches or individuals or any safeguarding concerns.
- Support any relevant appointment process in the Deanery Partnership including the preparation of parish profiles, the facilitation of interviews and visits by potential candidates.
- Provide admin assistance for the running of courses and study groups and Deanery Partnership training and social events.
- Other reasonable tasks as required by the Deanery Partnership Leadership.

## PERSON SPECIFICATION

### Qualifications & Skills (Essential)

- The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- Be friendly, organised, people focussed, and preferably with some experience of working in an organisation with volunteers.
- Level two qualification in business administration, and/or four GCSE's A\*-C including English and Maths, or equivalent
- Organised and methodical approach to administration and record keeping
- Good working knowledge of Microsoft Office (Word, Excel and Outlook in particular)
- Excellent written and verbal communication skills
- Clean, current driving licence and use of a car

### Experience (Essential)

## PERSON SPECIFICATION

- Genuine interest in and experience of working within a busy administration role
- Organising and servicing meetings including taking notes and draft minutes
- Diary Management

### Experience (Desirable)

- Working knowledge of the Church of England, both its public worship and organisational structure, and in sympathy with its mission and aims
- Volunteering/working with volunteers

### Key Competencies (Essential)

- Confidentiality
- Pastoral sensitivity and warm manner with people
- Effective team working
- Attention to detail
- Time management

### Key Competencies (Desirable)

- Knowledge of GDPR and other relevant legislation
- Knowledge of current safeguarding best practice and procedures

## PRACTICAL ARRANGEMENTS FOR UNDERTAKING THE ROLE

Usual place of work: It is a requirement of this job that the successful candidate would work from St Botolphs Church, Boston

## GENERAL RESPONSIBILITIES

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- The post holder may be required to work outside normal office hours including occasional evening and weekend working, subject to time off in lieu.

## CONTINUED PROFESSIONAL DEVELOPEMENT

The Parish Support Administrative Team may from time to time offer centrally funded and operated training and opportunities for Diocesan networking.