

Job Description and Person Specification

Snr Administrator including Pastoral Secretary

PURPOSE

To support and enable the work of the property team, which is responsible for ensuring that clergy and curates live in and enjoy properties that are as well maintained as possible, for managing 300 acres of land in Suffolk and for supporting the committees and processes which shape the structure of the diocese's benefices.

There are three defined parts to the role which are to:

- Co-ordinate, support and help take forward the work of the three archdeaconry Mission and Pastoral Committees, including the processes for closed churches. This role is known as the Pastoral Secretary.
- Support the work of the property team
- Co-ordinate and administer the work of the Board of Patronage (although currently self- supporting)

REPORTING TO

Property Manager

KEY CONNECTIONS

- Property team
- Archdeacons
- Director of Mission and Ministry
- Mission Enabler (who works for the Director of Mission & Ministry)
- Diocesan Registrar (legal advisor)
- Church Commissioners
- Colleagues in the diocesan office & Bishop's office.

Key TASKS

1 As Pastoral Secretary:

Under the supervision of the Property Manager:

- To attend and service all meetings of the sub-committees including arranging venues, preparing agendas and recording minutes, enabling or preparing papers, ensuring the Chairs are briefed and that the decisions of the Committee are implemented. The three committees meet four times a year;
- With the Archdeacons, to advise and encourage deaneries in the regular production and implementation of Deanery Mission Action Plans, liaising with the Director of Mission and Ministry;
- With the Archdeacons, to monitor local situations in collaboration with Deanery Pastoral Committees, to initiate any resulting pastoral schemes and to carry out the sequences of statutory and non-statutory consultation (per point below). This may involve daytime or evening meetings across the diocese;
- To take forward the work of the sub-committees by:

- drafting schemes, orders and bishop's pastoral orders with respect to pastoral re-organisation for validation by the Church Commissioners, undertaking the process of consultation as required.
- carrying out consultations with interested parties on draft proposals as required by the Mission and Pastoral measure 2011 and subsequent measures. To answer queries, track progress and record responses to draft schemes and orders. To circulate completed schemes or orders to interested parties
- To attend meetings with interested parties as required.
- To maintain a register of suspended benefices with a view, by the implementation of pastoral schemes, to ensuring the shortest possible suspension periods;
- To provide for parishes and deaneries, through the workings of the Geographical Information System, particulars of their geographical make-up, liaising with the Mission and Ministry Team.

2 Administrator to the property team

- Meetings support and minute taking for:
 - a) A maximum of three Diocesan Synod meetings a year (note: generally on Saturdays 8am-1pm. Time off in lieu applies)
 - b) The Parsonages Committee, four meetings a year (currently Tuesdays 2-4pm)
- Point of contact for:
 - a) Clergy regarding any housing matters and arranging contractors where necessary or offering general advice on property matters
 - b) property repairs, taking messages for the property team and where appropriate liaising with contractors
- procurement and finance:
 - a) Raise orders on the finance system (xledger) and the property database
 - b) Process invoices and handle contractor queries regarding payment
- Assist with day to day filing
- Support other diocesan office teams with administrative tasks if necessary ie during holidays

3 As secretary to the Diocesan Board of Patronage (currently self supporting)

- To attend and service all meetings of the Board including preparing agendas and recording minutes, enabling or preparing papers, ensuring the Chairman is briefed and that the decisions of the Committee are implemented. The Committee meets three times each year and also on demand;
- To keep a register of the Board's livings and to ensure that the statutory processes of appointing Incumbents to its livings are carried out;
- To assist the Board in maintaining a link with the benefices to which it is patron and its incumbents.
- Ensure that every six years the members are elected. (Next check due 2024).

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
Experience of administration in a multi-disciplined team environment	Good working knowledge of the Church of England, its organisation and governance structures.
Skills and Abilities /Aptitudes	
<ul style="list-style-type: none"> • Strong organisational and planning skills to anticipate and plan for work in advance. • Delivery-focused, understanding what is important to key stakeholders. • Pays good attention to detail. • Ability to constructively ask the question <i>why</i> • IT skills: good knowledge MS office (all packages) and an ease with using technology such as smart phones, tablets, laptops. • Effective communicator, with excellent written and verbal communication skills. • Quick learner with an aptitude and capacity to read and apply legal documents. • Demonstrable maturity and professionalism. • Responsive, proactive, positive and reliable • Minute taking experience. 	<ul style="list-style-type: none"> • Able to work on own initiative as well as being integral member of a team. • Can quickly establish credibility and respect and build strong working relationships with wide range of colleagues - clergy, parish representatives, office colleagues etc. • A capacity and willingness to be flexible and adapt to changing work priorities. • Comfortable working in an open plan, modern office environment.
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Able to travel around the diocese when required, with a full, clean driving licence • Comfortable and confident in communicating and working with people of all ages and backgrounds • In sympathy with the aims and mission of the Church of England 	

GENERAL INFORMATION

Salary	The post is at Point 2 of Band D of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently D2 - £15,377 (FTE £25,629) pa
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme. Further information is available on the Church of England website
Hours of work	21 hours per week can be worked flexibly over Monday to Friday but essential hours are required for meetings which will be advised by your line manager (approx. 12 meetings per year). TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days (pro rata for part-time equivalent) paid leave in addition to the usual public holidays, plus 4 discretionary days at Easter and Christmas, although these are subject to review.
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 1 week and thereafter 1 month on either side rising to 3 months after 3 years' service
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ and required to travel throughout the diocese.
Other	Use of own personal transport and insurance for business use. 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 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.

It is the practice of the DBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line-manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

For an informed conversation please contact Dawn Gillett, Head of Property and Diocesan Surveyor, Email: Dawn.Gillett@cofesuffolk.org Mobile: 07469 149744

Applications marked 'Confidential Application' to be sent to the HR Administrator at HR@cofesuffolk.org

Closing Date for Applications: 5th May 2021 at 4pm

Interview Date: 18th May 2021