

Job Description: Administrator (Mission)

Salary	£24,320 to £26,390 (Depending on experience)
Grade	7 – Administrator
Team	Administration Team
Line Manager	Office Manager
Matrix Manager	LMP Dean, Data and Programme Lead, Director of Mission
Line Reports	NA
Contract Duration	Permanent
Contract Type	Full-time
DBS Check Requirement	NA

Background

The Administrator (Mission) is part of the central administrative team at Church House Guildford (CHG) which provides an efficient, flexible and proactive administrative service for CHG leaders and teams.

Job Purpose

The Administrator (Mission) acts as first point of contact for administrative services for Project Caleb and other projects managed by the Mission team. The role provides administrative support to the following areas of the Mission Team:

- Caleb Programme (30%)
- Local Ministry Programme (LMP) and Foundations In Ministry (FIM) Programme (20%)
- Parish Needs Process (20%)
- Regional Learning Programme (RLP) (15%)
- Theology Hub (10%)
- General administrative support to the wider team (5%)

The specific projects or initiatives supported by the role will vary over time. The percentages provided are approximate and likewise will vary.

Relationships:

Internal

- Director of Mission
- Members of the LMP team
- Members of the Mission Enabler team
- Data and Programme Lead and Parish Coordination Team
- E-Learning Developer
- Members of the Administration Team

External

- RLP Coordination Team
- Course Tutors and trainers
- Course students

Responsibilities

Course/Event Coordination

- Assist in the planning and coordination of course and event schedules.
- In collaboration with each course leader book venues and make practical arrangements, ensuring trainers/tutors are arranged.
- Support FIM, LMP and Caleb to maintain and update course handbooks and calendars, rotas, registers, checklists for students and incumbents.
- In conjunction with Academic Dean, verify FIM, LMP and Caleb student data for submission to the exam board.
- Provide on the day admin support at training events, which may include Saturday working.
- Coordinate all aspects of finance with Guildford Finance Team, including processing invoices and expenses, ensuring accurate financial records are maintained.
- Support the maintenance of accurate records of student data on the VLE, ensuring GDPR and copyright compliance.
- In collaboration with the Comms Team keep the relevant websites up-to-date with current information and ensure information is provided to participants via relevant newsletters and mailings.

Student Support

- Support the effective enrolment and induction of students and participants.
- Book participant places on RLF events requested by member dioceses and confirm when a place is allocated, maintaining a waiting list as needed.
- Distribute communications and course materials to students and participants.
- Provide administrative support to the end of year appraisal process.
- Coordinate the evaluation of modules, events and courses.

Parish Needs Process

- Book Parish Needs Process meetings for members of the Mission Enabler Team and Archdeacons with incumbents following project plan and procedures set out by the Parish Coordination Team.

General

- As a matrix member of the central Administration team provide general administration for other teams as and when required
- To carry out duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: Administrator (Mission)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 'A' level standard of education as a minimum. 	<ul style="list-style-type: none"> Diploma level of education - or equivalent professional experience, skills and abilities.
Experience	<ul style="list-style-type: none"> Administrative experience in a professional environment, such as a charity/public sector organisation. Experience of working in and actively participating in a team Experience of proactively managing and prioritising activities Experience in handling confidential information with tact and sensitivity. 	<ul style="list-style-type: none"> Administrative experience in an educational environment
Skills & Knowledge	<ul style="list-style-type: none"> Proven organisational skills with superb attention to detail and accuracy, using initiative to plan and prioritise workload Tenacious approach to delivery, ensuring high quality of output. Exceptional written and oral communication skills, including ability to adapt your style to suit different audiences. Confident and competent in the use of technology with the ability to adapt to new software, systems and processes. Ability to work with and support multiple stakeholders and handle different priorities. 	<ul style="list-style-type: none"> Understanding of the Church of England and its structures
Personal	<ul style="list-style-type: none"> Fully supportive of the aims and mission of the Church of England Comfortable working in an open plan office environment, but flexible to adapt to home-working as required Ability to establish credibility and respect, and build good working relationships with wide range of colleagues and stakeholders Ability to be proactive in the management of administrative support to stakeholders Able to work on own initiative as well as being a supportive team member Ability to step out of comfort zone and take action where guidance is not always available. 	<ul style="list-style-type: none"> A practising Christian