

# Deanery Administrator

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JUBILEE HOUSE  
Diocese of Southwell & Nottingham



# VISION & ROLE PROFILE

## VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

## ROLE PROFILE

The Deanery Administrator will be an integral part of the Deanery, supporting the delivery of the Diocesan vision with efficient administration and by providing high-level administrative and executive support for the Area Dean, the members of the Deanery Leadership Teams/Standing Committees (DLT/SC) and the wider Deanery.



## TERMS OF EMPLOYMENT

Title	Deanery Administrator
Reports to	Area Dean (day to day line management) There is a shared management responsibility for the Deanery Administrator between the Area Dean and the Office and Administration Manager at Jubilee House.
Location	Home Based
Working hours	20 hrs/week, flexible working essential according to the needs and responsibilities of the role.
Salary	£22,425 per annum, pro rata
Annual leave	25 days per annum, pro rata
Probation	6 months

## KEY RELATIONSHIPS

The Area Dean, the Lay Chair, the Deanery Treasurer, DLT/SC, Deanery Chapter, clergy and lay leaders of the Deanery, Deanery Synod members, Deanery PCC Secretaries, staff at Jubilee House, and all who are in contact with the Deanery office.

## PRINCIPAL TASKS

- Develop, maintain and run the Deanery office, ensuring the highest quality of reception by email, telephone and for personal callers
- Act as the communications hub between the Area Dean (AD), Lay Chair (LC), the DLT/SC and wider Deanery
- Oversee and coordinate all administrative functions of the Deanery office, including provision of administrative support to the AD, the wider DLT/SC, Chapter and any Deanery project groups
- Attend the DLT/SC meetings, as and when required
- Organise/co-ordinate Deanery-wide events, meetings and activities
- Develop, maintain and continuously update the deanery's online presence (including the Diocesan website, Facebook and Twitter)
- Communicate regularly and effectively via email, social media, self-designed publicity, promoting deanery events, as directed by the Area Dean
- Provide support, advice and assistance as necessary to parishes in vacancy
- Co-ordinate funeral and service cover for the parishes within the Deanery
- Act as secretary to the Deanery Chapter, Deanery Synod and DLT/SC, including assistance in the preparation of agenda and minutes and the circulation thereof to members when the role is vacant or responsibilities have been delegated
- Maintain Deanery information on the Diocesan Contact Management System (CMS)
- Maintain clear systems of record keeping, managing electronic files, fast retrieval of information, back-ups and GDPR compliance
- Keep up to date with all training required to fulfil the duties of the role and attend the regular Administrators' meeting with colleagues from Jubilee House
- Undertake any other duties as requested by the Area Dean, or to a member of the DLT that the AD has delegated authority to for a specific task

**NB: In certain Deaneries, the co-ordination of funeral/service cover may be undertaken by the Area Dean**

## PERSON SPECIFICATION

### Essential

- Excellent administrative skills and proven organisational ability
- Self-starter and self-motivated with a proactive approach
- Able to take initiative and decisions, as delegated by the Area Dean
- Effective written and oral communication skills
- Committed team player
- Ability to interact sensitively with a diverse range of individuals and deal with conflict
- Ability to maintain confidentiality
- Good working knowledge of Microsoft Office including Outlook, Word, Excel, PowerPoint, and Access
- Minute taking experience
- Willingness to receive training as appropriate
- Patience and understanding

### Desirable

- Working knowledge of the Church of England, both its public worship and organisational structure, and in sympathy with its mission and aims
- Knowledge of the deanery and its parishes
- Good working knowledge of Adobe Dreamweaver (or equivalent web-design package) and familiarity with Canva
- Confidence in using social media





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