

<b>JOB TITLE:</b>	Mission & Ministry Development Team Administrator
<b>LOCATION:</b>	The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
<b>GRADE:</b>	Grade 4 (0.8 FTE)
<b>REPORTING TO:</b>	Director of Mission and Ministry Development

## **PURPOSE OF JOB**

The Mission and Ministry Development (MMD) Team operates to deliver the objectives that flow out of the diocesan vision to grow missional churches, with missional leaders, and missional disciples. In doing so, the team oversees the missional training of clergy and lay people within the Diocese of Rochester to licensed and non-licensed roles, including discernment to vocations within the church and offers missional support and resourcing to clergy and lay leaders in the diocese.

The Mission and Ministry Development Team Administrator is an important role which enables the smooth running of the day-to-day work of the team and the delivery of training events. This role is to assist the Director of Mission and Ministry Development in day-to-day administration support, to take an active role managing and planning for practicalities in diocesan training courses and events, and to have oversight of the administration processes within the team to ensure they run as smoothly as possible.

## **PRINCIPAL ACCOUNTABILITIES**

1. Provide administrative support for the Director of MMD including managing diaries and scheduling meetings.
2. Have oversight of the processes and procedures and systems for administration within the MMD team, with a view to ensuring their continued smooth running.
3. Perform administrative duties for the Co-ordinator for Initial Ministerial Education (IME2) and Continuing Ministerial Development (CMD) and the Assistant Director of MMD
4. Maintain the MMD Team's electronic diary for CMD, training and other team activities.
5. Attend meetings of the team and its sub-groups as required and provide secretarial support, including agenda preparation, minute taking, follow-up administration, etc.
6. Undertake any administrative duties resulting from the various management meetings held regarding course schemes and programmes, and from training courses, as agreed with the Director of Mission and Ministry Development, the

7. IME2 and CMD coordinator, and the Assistant Director of Mission and Ministry Development.
8. Assist the Director of Mission and Ministry Development Team in administering a range of high-quality training and development programmes to support ministerial formation by:
  - a. Publicising forthcoming events.
  - b. Administering CMD and Further Study grants.
  - c. Administering the forthcoming ministry experience scheme.
  - d. Arranging the booking of venues for all events as required and ensuring that the venue is suitable for the event.
  - e. Dealing with participants' enquiries, processing application forms, assisting with pre-registration and any induction administration.
  - f. Assisting in ensuring that all course materials and information for participants is available via the Virtual Learning Environment currently the Rochester Learning Space (Moodle).
  - g. Collect, distribute, file and track course assignments, mark sheets and final marks.
  - h. Distribute, collect and summarise student and staff feedback forms.
9. Ensuring up-to-date information about the Mission and Ministry Development Team is on the diocesan website.
10. In consultation with the Director of Mission and Ministry Development to give administrative support for the Bishops Advisor for Spirituality, Bishops Advisor for Retired Clergy, the Anna Chaplaincy lead, the forthcoming role of Mission Development Advisor, and to others in advisor roles, where appropriate.
11. Attend meetings called by the Director of Finance with the Director of Mission and Ministry Development in relation to budget planning.
12. Keep up to date with developments taking place in the team, the diocese and the Church of England that may have implications upon the role and contribute accordingly.
13. Provide general office support, including, taking telephone calls, providing reception cover and other ad hoc administration.

## **SKILLS AND EXPERIENCE**

### **Essential**

- Proven administrative skills in multifunctional tasks and awareness of processes.
- An excellent administrator
- An understanding of ministry in the context of those being called to ministry and those engaged in it

- Working experience of Microsoft Word, Excel, Outlook, Publisher, and PowerPoint.
- Ability to work to tight deadlines and under pressure
- Excellent communicator, both orally and in writing
- Collaborative worker
- An understanding of when to consult and seek advice
- Experience in handling confidential matters
- Ability to work unsupervised
- Able to occasionally work flexible hours to include residential meetings both midweek and some weekends, evenings and Saturdays. (TOIL is standard practice)

## **Desirable**

- Familiar with the Church of England Diocesan and Parish system and Church structures

## **COMPETENCIES**

**Achievement Drive** – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

**Relationships** – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

**Persuasiveness** – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way.

**Problem Solving** – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

**Independence** – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

**Adaptability** – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

**Teamworking** – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.