



The Diocese of
Southwark

Job information pack

Youth Ministry in Communion (YMIC) Southwark Administrator



Closing Date: Sunday 26th April 2026

Interview Date: w/c 4 May 2026

**Christ
Centred**

**Outward
Focused**



The Diocese of
Southwark



Dear Applicant,

I am delighted that you have expressed interest in our role of Youth Ministry in Communion Southwark (YMIC SW) Administrator. I hope that you will find the information provided in the pack inspiring. I would be very happy to have an informal discussion about the role, and to provide more information; please email me at Kieron.rowley@parishofputney.co.uk.

YMIC SW was established in 2025 to support, energise and initiate youth ministry in the sacramental and liturgical traditions within Southwark Diocese. It now has 13 partner churches in south-west of the Diocese, and is supported by a small team comprising the YMIC Director and four Network Youth Workers under the oversight of a Steering Committee. We are looking for someone with a warm and engaging manner and strong organisation skills who can manage all aspects of administration of YMIC SW. This will include managing the data of young people, supporting the administration of our events and residentials and administering our website and social media channels.

If you feel called to be part of our journey, we would be delighted to hear from you.

With best wishes

Fr Kieron Rowley

Director of YMIC

Kieron.rowley@parishofputney.co.uk

Diocese of Southwark Job Description

Job Title: YMIC Administrator [10 hours/week]

Reporting to: Director of YMIC Southwark

Location: St Mary's Church, Putney High Street, London, SW15 1SN

Key Relationships: Director YMIC SW, Network Youth Workers, YMIC Steering Group including the Treasurer, YMIC Partner Parishes, Southwark Diocese Strategic Development and Mission Teams

Background to the job

Youth Ministry in Communion Southwark (YMIC SW) supports, energises and initiates youth ministry in the sacramental and liturgical traditions of the Church of England. It is a network of churches collaborating to grow faith, share the love of God and see young people's lives transformed. Its aim is to pioneer the way for sacramental youth ministry through:

- developing a working model that can be adapted in other parts of Southwark Diocese;
- partnering with organisations to create resources for the whole church;
- supporting a culture change that will have a national impact.

Job Purpose / Summary

The primary purpose of this role is to manage the administration of the YMIC Southwark network. The role is based in the Parish of Putney and the successful candidate will be part of a small team, including the YMIC Director, Network Youth Workers and the YMIC Steering Committee.

Key Responsibilities

1. General Administration

- Maintain the general administration of the project (including handling the data of young people via consent forms, ensuring GDPR compliance).
- In collaboration with the YMIC Director, create and manage the content on the website and socials.
- Support the preparation and printing of documentation (e.g. annual reports to member churches, grant funding reports).
- Support communications with partner churches.
- Support the Team to ensure the project meets all statutory requirements (e.g. data protection).
- Provide general administrative support to the YMIC Director and other key members of the team.

2. Events and Residentials

- Provide administrative support to termly YMIC events and residentials. This will include booking venues, arranging transport (for residentials), managing sign-ups £8,464 for the events and payments

- Assist in liaising with external suppliers/companies (e.g. inflatable activity hirers for youth events).
- Take part in residentials and foreign trips if interested in doing so (this is not mandatory).

3. Finance

- Carry out the general banking of the project and provide necessary management of the finances, including spreadsheets and information for the YMIC Director.
- Arrange payment of contractors and external suppliers.
- Maintain accurate records of all financial activity, inclusive of income and expenditure.
- Assist in the creation of financial reports (e.g. to Grant Funders).
- Invoice the Diocese of Southwark to cover costs incurred in accordance with the YMIC Project budget. (Payroll is managed by the Diocese of Southwark).

Person Specification

This role will be subject to an Enhanced DBS check.

Essential	Desirable
Experience and qualifications	
Able to keep basic accounts and relevant accounting	Experience of working within a church or charity setting.
Experience in arranging and coordinating large events.	
Experience in uploading content onto websites and social media platforms.	
Skills/Aptitudes	
Computer literate with experience of Microsoft Office including Excel	
Excellent organisation skills with an eye for detail	
Strong oral and written communication skills	
A self-starter, able to show initiative and work independently while knowing when to seek support	
Versatile and flexible to manage a varied workload, prioritising as necessary	
Ability to work in a diverse and specialist context	
Character and personal qualities	
A warm and engaging manner - able to relate well to people internally and externally	



The Diocese of
Southwark

TERMS AND CONDITIONS

YMIC Administrator

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

St Mary's Church, Putney High Street, London, SW15 1SN

Salary

The post has a salary of £8,464 per annum (£29,624 FTE).

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

10 hours/week

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays. [Pro rata for part-time hours]

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

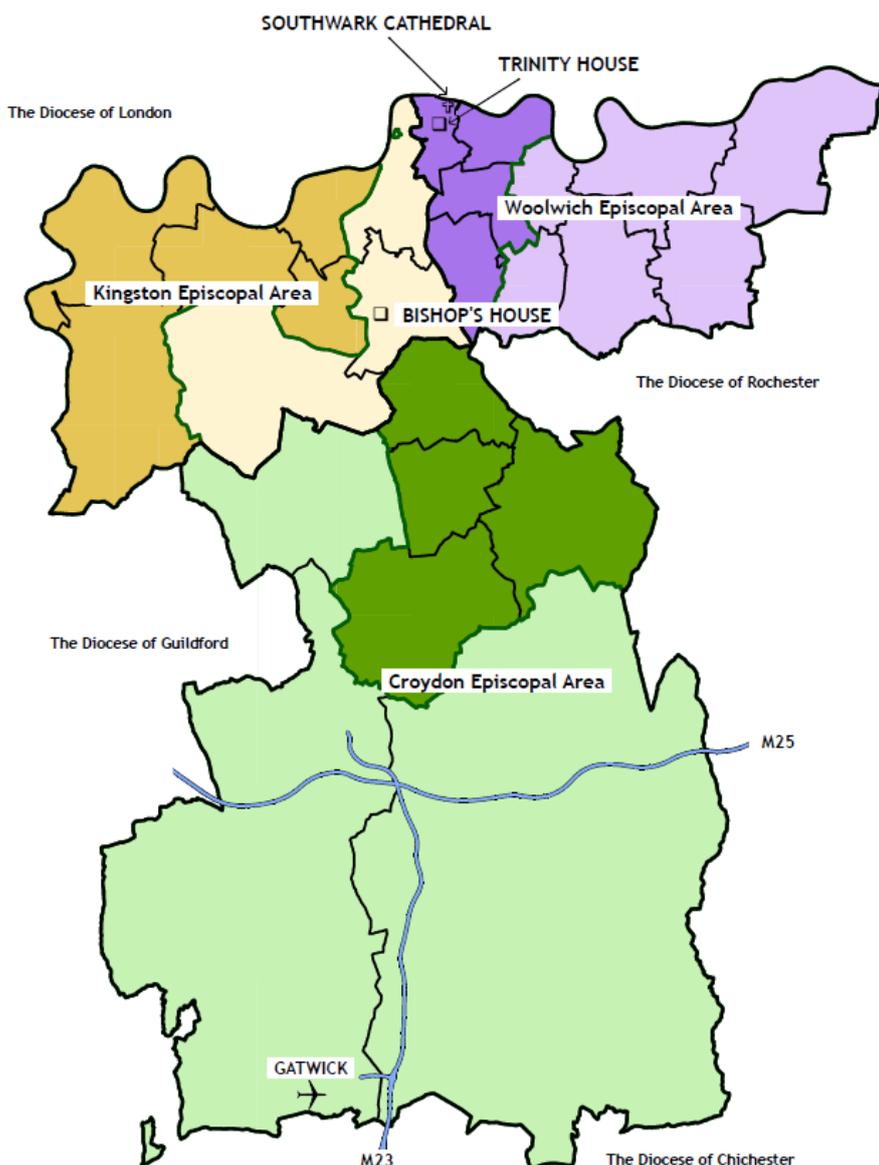


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

DIOCESAN STAFF PURPOSE
To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.
DIOCESAN STAFF AIMS <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
DIOCESAN STAFF VALUES <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability