

Job Description	
JOB DESCRIPTION	
JOB TITLE:	Deanery Partnership Administrator
SALARY:	[£11,146 per annum] <i>if one part time administrator employed</i>
ACCOUNTABLE TO:	The Deanery Partnership Lead and the Lay Co-Lead of the Deanery Partnership
EMPLOYER:	Key Mission Church parish name or name of Deanery Partnership legal entity
KEY RELATIONSHIPS:	- Deanery Partnership Team including Lay and Ordained Ministers and Parish Officers - Parish Administrators, both paid and voluntary - The Parish Support Office Administration Team (located at Edward King House)
MAIN LOCATION:	<i>To be agreed by Deanery Partnership</i>
HOURS OF WORK:	[16.5 hours per week] <i>if one part time administrator employed</i> (Further funding may be agreed to raise the post to 18.75 hrs per week in 2026)
JOB SUMMARY:	Deanery Partnerships are a key feature of the Diocese of Lincoln's plans for building a sustainable church across the diocese. They are based on the understanding that the local churches and mission and ministry activities will be run by collaborative, inclusive teams, allowing each team member to operate to their skills and calling as much as possible. The administrator is part of a Diocesan team of administrative support through which the Diocese, by investing in these local teams, recognises the need to free local ministers from some of the administrative tasks which might obstruct their ability to contribute to their best in their role and calling. The purpose of the administrator's role is to provide the quality and range of support in administrative tasks that will free those team members to focus on their key mission work and help the Deanery Partnership to function smoothly and in effective collaboration with the wider Diocese.
KEY DUTIES AND RESPONSIBILITIES:	1. To organise meetings at Deanery Partnership level, booking venues, taking minutes, ensuring smooth logistics 2. To assist with effective communication across the Deanery Partnership, and to collate and hold relevant information in an accessible manner. 3. Supporting communications and collaboration between ministry teams operating within the Deanery Partnership. 4. Work with the Parish Support Administration Team and Deaneries/Parishes to facilitate and assist with Diocesan wide activities, such as elections. 5. Assisting in operating and updating the Deanery Partnership website. 6. Ensure parish share and covenant contributions in the Deanery Partnership are effectively managed by working with the parishes and the LDTBF Finance Department. 7. As necessary and required, to provide administrative support for baptisms, weddings and funerals, and creating rotas during vacancies. This would include keeping a central electronic record of bookings for these life events and sometimes where agreed with the relevant minister, being the first point of contact for

	bookings. 8. Support the gathering of parish returns, statistics, and other relevant information from parishes, required by the Diocese and the National Church. 9. Being first point of contact if necessary for queries regarding quinquennial inspections, church buildings insurance and log books and keeping central records of key dates for inspections and insurance renewals. 10. Working with the LDTBF Church Buildings team to be the first point of contact for issues to do with church buildings and churchyards within the Deanery Partnership. 11. Keep an overview of safeguarding compliance throughout the Deanery Partnership including Safer Recruiters, DBS checks and training. Reports to the Deanery Partnership Leaders any non-compliance by churches or individuals or any safeguarding concerns. 12. Support any relevant appointment process in the Deanery Partnership including the preparation of parish profiles, the facilitation of interviews and visits by potential candidates. 13. Provide admin assistance for the running of courses and study groups and Deanery Partnership training and social events. 14. Other reasonable tasks as required by the Deanery Partnership Leadership.
GENERAL RESPONSIBILITIES	The post holder will comply with all standards, policies and procedures set by the employer, Deanery Partnership and where appropriate the wider Diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities. The post holder is required to: • Support the ethos, aims and objectives of Christianity, the Church of England, the Diocese and the Deanery Partnership. • Keep up to date with developments in their area of work. • Participate in performance management and appraisal. • Engage in training and continuous professional development activities. • The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu. • Be friendly, organised, people focussed, and preferably with some experience of working in an organisation with volunteers.
CONTINUED PROFESSIONAL DEVELOPMENT	The Parish Support Administrative Team may from time to time offer centrally funded and operated training and opportunities for Diocesan networking.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

SUGGESTED PERSON SPECIFICATION		
CATEGORY	ESSENTIAL	DESIRABLE
Qualifications & Skills	Level two qualification in business administration, and/or four GCSE's A*-C including English and Maths, or equivalent Organised and methodical approach to administration and record keeping Good working knowledge of Microsoft Office (Word, Excel and Outlook in particular) Excellent written and verbal communication skills Clean, current driving licence and use of a car	
Experience	Genuine interest in and experience of working within a busy administration role Organising and servicing meetings including taking notes and draft minutes Diary Management	Working knowledge of the Church of England, both its public worship and organisational structure, and in sympathy with its mission and aims Volunteering/working with volunteers
Key Competencies	Confidentiality Pastoral sensitivity and warm manner with people Effective team working Attention to detail Time management	Knowledge of GDPR and other relevant legislation Knowledge of current safeguarding best practice and procedures