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|  | **Lifelong Learning TeamAssistant Administrator** **£25,588pa (will reduce pro rata) – 0.6FTE** |
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With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of 579 churches and 125 schools across 442 parishes. We are led and guided in our faith and work by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

As a diocesan family, we are renewing our commitment to our vision and goals. We are putting fresh energy into Living Christ’s Story, and delivering strategic programmes focused on our aims: becoming more like Christ; reaching those we currently don’t; growing churches of missionary disciples; and transforming our finances and structures.

**The Context**

As part of implementing our vision – Living Christ’s Story – the Mission and Ministry Team aims to enable churches to engage in God’s mission to the whole of life and to ensure that the Diocese has the right kinds of lay and ordained ministries to enable churches to serve God’s mission. At a key point of re-shaping within the Diocese, the Mission and Ministry Team is seeking to resource deaneries, parishes, chaplaincies and new worshipping communities in these seven ways:

* Deepening discipleship in everyday life and become more Christlike,
* Growing healthy, safe and inclusive churches which in turn grow missionary disciples within a church where a mixed ecology becomes the norm,
* Reaching those we currently don’t reach, building upon Multiply (work reaching 20-40s) and Mustard Seed (work in our most deprived communities)
* Widening our vision for renewed lay and ordained ministries which will enable churches to serve that mission,
* Developing lifelong formation programmes to sustain those ministries,
* Enabling us as a church to grow younger as we work with children, young people and families,
* Enabling us as a church to grow more diverse.

**The Lifelong Learning Team**

The Lifelong Learning Team is part of the wider Mission and Ministry Team, focusing its work on the support, and lifelong formation and training, of lay and ordained, stipendiary and non-stipendiary ministers. The team delivers a number of areas of work, which include:

* Initial formation & training for authorised and licensed lay ministries
* Continuing ministerial development for ordained and lay ministers
* Providing accredited and non-accredited theological education and courses through the York School of Ministry
* Facilitating the deployment and support of Authorised and Licensed Lay Ministers
* The pastoral care and well-being of ordained & lay ministers, and diocesan employees
* Support for the work of spiritual direction
* Support for the work of racial justice education.

The team works across the diocese, engaging at archdeaconry, deanery, parish and individual levels depending upon the context or need.

**The Post**

We are looking to appoint an effective Assistant Administrator with a flexible approach to provide general office support to the Lifelong Learning Team. The post holder will work closely with the Lifelong Learning Team Senior Administrator & YSOM Academic Registrar and report to the Head of Lifelong Learning. Working across the strands within the team, a particular focus will be to support the provision of continuing ministerial development and training events.

The key tasks will include handling enquiries and signposting to relevant information and people, managing events’ bookings, maintaining accurate records via spreadsheets and the Contact Management System, basic administrative support of staff, tutors, volunteers and students. Our Assistant Administrator will support the coordination of the different strands of work to ensure smooth and effective delivery.

Accordingly, the work requires strong organisational skills and a keen eye for detail. Excellent communication and customer service skills and the ability to prioritise and manage multiple tasks are also required to ensure the various strands within the team receive the support they need.

In normal circumstances, the post is based at our Diocesan Office at Clifton Moor in York and we would expect the post-holder to work in the office during weekday office hours. Options to work flexibly from home on occasions, as the need arises, can be negotiated.

**Job Description**

***Specific Duties***

* Supporting the provision of continuing ministerial development including administration for learning events, courses and residentials, booking venues, managing Eventbrite, ordering supplies, photocopying of materials and resources as directed by tutors and responding to participant enquiries.
* Supporting the delivery of training events including room bookings, setting up training rooms and coordinating and ordering catering, including special dietary requirements.
* Providing administration for the Continuing Ministerial Development Grant Panel, including collating applications, minuting meetings and sending response letters to applicants.
* Working with the Diocesan Moodle Learning Platform, including:
	+ Enrolling course participants and providing support to those unfamiliar with the virtual learning platform.
	+ Uploading material and resources to the VLE as directed by tutors and ensuring material and information is current.
* Supporting the work of the Academic Librarian in maintaining the York School of Ministry Library, including logging books in and out, reshelving and generally keeping the library tidy
* Administering routine training and safeguarding reminders to Authorised and Licensed Lay Ministers

***General Duties***

* Creating agendas, setting meeting dates, room bookings and taking minutes and actions from Team and working group meetings.
* Ensure the accurate maintenance of records and contact lists for the different strands of work which involves working with the Contact Management System database.
* Act as a point of contact for anyone with queries, handling general enquiries, managing email inboxes and signposting to relevant information and / or people.
* Use of Microsoft Teams to book meetings and share information and documents and to support smooth operations of and communication with the wider Mission and Ministry Team.

#### *Other Duties*

* To attend relevant team and wider diocesan meetings as appropriate.
* To participate in an annual review and appropriate continuing professional development.
* To model a collaborative and professional approach to the role.
* To work in a confidential and sensitive manner at all times.
* To encourage good relationships with immediate colleagues, other staff and external contacts.
* Providing admin support to the wider Mission and Ministry Team on occasion, for example during periods of annual leave or sickness.

The post may involve some travel within the Diocese. Flexibility to support occasional courses, events or meetings outside normal office hours, including some evenings and weekends, would be welcome.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

The post holder will report to the Director of Lifelong Learning.

*Other Key Working Relationships*

* The York School of Ministry Senior Administrator & Academic Registrar
* Lifelong Learning Team members
* The Personal Assistants to the Bishops and Archdeacons and the administrative team at Bishopthorpe Palace.

**Person Specification**

*Essential*

1. Educated to at least A level, with grades A-C in English and Maths GCSE, or equivalent
2. Previous administrative experience
3. Self-motivated; able to prioritise and deliver work to a high standard and to deadlines; proactive in resolving issues and obstacles and with a strong attention to detail
4. Excellent organisational and IT skills
5. Excellent written and spoken communication skills
6. High level of professionalism, and able to demonstrate discretion in dealing with sensitive issues and confidential matters
7. Enthusiastic and personable, with a flexible approach
8. A track record of forming collaborative working relationships with a diverse range of people; able to demonstrate engagement with people who are different from themselves and hold this with integrity
9. A knowledge of safeguarding practice and a willingness to engage with the Diocesan safeguarding processes
10. A commitment to continuing professional development
11. Empathy with the Christian faith, and able to work effectively within a Church of England context in support of its mission and ministry

*Desirable*

1. Understanding of the structure, organisation and culture of the Church of England
2. A passion for the ministry of the whole people of God and a commitment to the priorities of the Diocesan Vision: Living Christ’s Story
3. Knowledge or experience of ministerial or theological education programmes
4. Experience of Microsoft Teams and Moodle Virtual Learning Environment
5. Own transport would be an advantage

**Summary of Terms and Conditions**

Employer The York Diocesan Board of Finance (YDBF)

Line Manager Director of Lifelong Learning

Probationary Period Appointments are subject to a 6 month probationary period

Location The post is based at the diocesan offices at Clifton Moor, York

Hours The post is 0.6FTE. Our normal office hours are Monday to Friday, 9 am to 5 pm. The post holder may be required from time to time to attend meetings outside normal working hours. Agreement will be sought with the postholder as to which hours during the week will normally be worked.

Salary An appointment will be made at Grade 7 with a starting salary of £25,558.

Pension The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount

Holidays In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year

Mileage A mileage allowance will be paid in respect of journeys undertaken in

 connection with the duties of the post (currently 45p per mile for the first 10,000 miles) and in accordance with the Diocesan Expenses Policy.

*Non-contractual Benefits*

Flexible Working We offer staff a range of options for working flexibly, including the option to negotiate occasional homeworking

Employee Benefits We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.

Pastoral Care We have an Employee Assistance Programme, and our Diocesan Adviser in Pastoral Care offers the space to talk through pastoral, professional or personal matters, providing or arranging counselling and / or mediation if required.