

LEICESTER DIOCESAN BOARD OF FINANCE

JOB DESCRIPTION FOR THE ROLE OF:

Project Administrator (fixed term)

RESPONSIBLE TO: Strategy Project Manager

OTHER KEY RELATIONSHIPS:

Resourcing Churches Project Manager

Diocesan Programme Manager

Resourcing Church leaders and church officers

PURPOSE:

To provide excellent administrative support as part of the Programme Management team within the Diocese of Leicester, particularly focused on the Resourcing Churches SDF-funded project.

MAIN RESPONSIBILITIES:

- Administrative support to the Joint Programme Board (e.g. minute taking and papers collation).
- Undertake administration for a variety of regular meetings and events, (e.g. Hub meetings and Community of Practice residential meetings), including managing invitations and attendance lists, venue booking and liaison, circulation of documents, provision of facilitation kit and meeting resources.
- Liaison with Resourcing Church leaders regarding programme administration and reporting, requesting and collating data and responses.
- Other administrative responsibilities including responding to correspondence, greeting guests and visitors, keeping records up to date, etc.

General Responsibilities for all DBF employees	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To understand and respect Safeguarding policy and procedures as they relate to the role
4	To ensure compliance with data protection requirements
5	To undertake other duties as may reasonably be expected

PERSON SPECIFICATION

1. Good communication skills, both written and verbal.
2. GCSE Grade C or above (or equivalent) in Maths and English.
3. Good IT skills, including use of Microsoft Word, Excel, and PowerPoint.
4. Ability to learn new technical skills such as the effective use of new software e.g. Canva, SharePoint.
5. Understanding and experience of projects and reporting, or ability to learn these processes quickly.
6. Confidence and ability to work with numerical data, making use of Microsoft Excel.
7. Sympathy with the values and purposes of the Church of England and with the values and priorities of the Diocese of Leicester and a desire to see the work flourish.
8. Capacity to relate appropriately to a wide range of people, in person, by telephone or email.
9. Excellent organisation and administration skills, with an eye for detail and ability to be accurate.
10. Flexible, with the ability to prioritise a changing “to do” list.
11. Ability to work to a deadline.
12. Trustworthy and reliable.
13. Able to use initiative to see what needs doing rather than waiting to be asked.
14. Commitment to the principles and practice of confidentiality
15. Eager to learn and prepared to do additional training/development if appropriate.
16. Ability and willingness to work in a team.