

<b>Job Title</b>	Ministry Administrator (Stepney)
<b>Hours</b>	24 hours per week
<b>Reports to</b>	Area Director of Ministry
<b>Directorate</b>	Ministry
<b>Location</b>	London Diocesan House, Causton Street.
<b>Requirements</b>	No DBS Required
<b>Job Purpose</b>	This role provides comprehensive executive and operational support to the Area Director of Ministry and the wider Stepney Area/Team. The postholder ensures the smooth and efficient administration of clergy discernment, development, and training processes across the Stepney Area. The role requires a high level of organisation, discretion, confidentiality and attention to detail, supporting candidates, clergy, and other external or internal parties while maintaining accurate records and managing complex administrative workflows.
<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.</p>
<b>Our Mission, Values, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Values:</b> <i>Confident, Compassionate, Creative, Connected.</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
<b>Equality, Diversity, and Inclusion Statement</b>	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
<b>Safeguarding Statement</b>	The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

## Job Description

- **Executive Administrative Support:** the postholder will liaise daily/weekly with Area Director of Ministry and plan tasks for the day/week. Including managing communications, inboxes, correspondence, and diary scheduling.
- **Ordination Discernment Process:** the postholder will coordinate and administer the clergy discernment process via the national portal (MDS), including collecting, recording, filing, and tracking candidate documentation ensuring to maintain confidentiality and comply with GDPR standards.
- **Communication:** the postholder will liaise with Bishop's Advisers (Examining Chaplains), the Bishop's PA, Archdeacon's PA, the National Ministry Team, HCC, discernment candidates, clergy, and others to coordinate meetings, assessments, to facilitate the Stage 1 and Stage 2 discernment process.
- **Records and Data Management:** the postholder will maintain accurate, GDPR-compliant digital filing systems using Microsoft 365, SharePoint, and Excel; track candidate progress and ensure smooth progression of each candidate and timely submission of documentation at each stage.
- **Clergy Development Administration:** the postholder will manage administrative aspects for the clergy and LLM MDR (Ministerial Development Review) process, record attendance at CME and IME2 events, and arrange annual meetings between the Director and ordinands in training.
- **Financial Administration:** the postholder will occasionally process invoices and bills in liaison with the finance team and assist in the administration of CMD study leave grants.
- **Event Coordination:** the postholder will help organise and support training events and meetings, including use of Eventbrite, attendee reporting, and on-the-day support where required (with time off in lieu where applicable).
- **Digital Systems Management:** the postholder will utilise Microsoft Office applications and online databases to deliver efficient administrative support and maintain structured record systems.
- **Operational Support:** the postholder will assist the Area Director in planning daily and longer-term workloads and undertake additional duties appropriate to the role.

## Person Specification

- **Highly Organised and Detail-Oriented:** The postholder needs to be able to manage multiple processes simultaneously, handling large volumes of confidential information accurately and efficiently.
- **Self-Motivated and Proactive:** The postholder needs to be capable of working independently with minimal supervision, demonstrating initiative and sound judgement.
- **Strong Interpersonal Skills:** The postholder needs to be able to communicate professionally and sensitively with candidates, clergy, and external parties.
- **Digital Competence:** The postholder needs to be confident using Microsoft 365 (including Word, Excel, Outlook, SharePoint), Eventbrite, and online database systems.
- **Flexibility and Reliability:** The postholder needs to be willing to work flexibly when required, including occasional event attendance outside standard work pattern (with time off in lieu where applicable)

- **Values Alignment:** The postholder needs to be in sympathy with the Christian faith and ideally familiar with the structures and processes of the Church of England, or willing to develop this understanding.

*Note: The precise duties and responsibilities of this role may be expected to change over time.*