

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	Focal Ministry, Recruitment & Training Administrator
<b>Department:</b>	Apostolic Life & HR and Operations Team
<b>Reports to:</b>	Focal Ministry Officer and HR & Operations Manager
<b>Key working relationships:</b>	Focal Ministry Officer HR & Operations Manager Apostolic Life Team Strategic Programmes Team Church leaders and focal ministry partnerships Clergy and Focal Ministry leaders Bishop's and Archdeacon's administrative staff
<b>Working hours</b>	Full-time (0.4 Focal Ministry/ 0.6 Recruitment & Training)  This role is offered on a fixed term contract of four years.
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

#### **Main purpose of job**

Focal Ministers are an exciting new model of church leadership and key to the Diocesan Growth Strategy. Following a period of training they will be appointed to be 'the face of the church' locally – providing leadership and a consistent presence in their communities, under the oversight of the incumbent of the benefice.

As Focal Ministry, Recruitment and Training Administrator you will work alongside the Focal Ministry and HR & Operations Manager to provide administrative support to the Focal Ministry programme and to recruitment and training in the Diocese.

#### **Key responsibilities:**

- 1) To provide administrative support to the Focal Ministry Officer.
- 2) Administration of training pathways for Children, Youth and Families workers and Focal Ministers.
- 2) To provide recruitment support for Diocesan roles, especially for parishes in recruiting Children, Youth and Families workers.

## **Principal duties**

### **Administrative Support to the Focal Ministry Officer (FMO) (2 days per week)**

- 1.1. Responsible for the routine administration of the Focal Ministry Officer.
- 1.2. Act as contact point for parishes, deaneries and other organisations.
- 1.3. Assist in the preparation of agendas and take minutes of meetings.
- 1.4. Diary management for the FMO, setting up meetings with benefices and individuals engaging in Focal Ministry and wider engagement meetings e.g. deanery chapters and synods
- 1.5. Ensure the FMO receives all necessary paperwork and information ahead of meetings, liaising with team members, diocesan staff, and external contacts as required.
- 1.6. Ensuring Focal Ministry role descriptions are reviewed and that records are accurately recorded on the CMS database and that expiry dates are added for each role.
- 1.7. Sending timely reminders for Focal Ministers to complete safeguarding training and updating the CMS database once training has been completed.
- 1.8. Monitoring, tracking and updating the CMS database to send timely reminders to Focal Ministers to complete their DBS checks.
- 1.9. Ensuring that the DBS records for Focal Ministers are accurately recorded on the CMS database.
- 1.10. Oversee the processing of all mail and correspondence arriving for the FMO.
- 1.11. Respond to telephone enquiries and field appropriately.
- 1.12. Maintain an effective and comprehensive filing system in compliance with GDPR.
- 1.13. Assist with office hospitality, including welcoming visitors and arranging refreshments when required.
- 1.14. Provide Church House reception cover when required.
- 1.15. Other duties broadly in line with these from time to time as instructed by the FMO.

**To be the course administrator for the training pathways for Children, Youth and Families workers and Focal Ministers.**

- 2.1. Provide support with all aspects of administering training pathways for Children, Youth and Families workers and Focal Ministers to ensure their smooth running.
- 2.2. Set up training pathway timetables in collaboration with relevant staff.
- 2.3. Monitoring and track the progress of Focal Ministry training renewals including running reports on CMS to check renewal dates and sending forms out for the renewal process.
- 2.4. Help organise, co-ordinate and produce resources for CY&F worker and Focal Minister events.
- 2.5. Keep a record of expenses and prepare expense claims on a regular basis.

**To provide recruitment support Diocesan roles, especially Children, Youth and Families workers recruited into the diocese. (3 days per week)**

- 3.1. Provide support to the HR & Operations Manager with all aspects of the recruitment process for Diocesan roles and especially Children, Youth and Families workers across the diocese. Ensuring that Safer Recruitment processes are followed and using online systems and communication channels to advertise jobs.
- 3.2. Liaise with parishes, diocesan staff and prospective candidates to co-ordinate diaries and arrange candidate interviews and meetings.
- 3.3. Work with the HR & Operations Manager to maintain and update staff training and DBS records.
- 3.4. Maintain accurate electronic records and files complying with GDPR.

**General responsibilities**

- The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- The post holder is required to:
  - support the ethos, aims and objectives of the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in performance management reviews;

- engage in training and continuous professional development activities.
- The post holder may be required to travel across the diocese.
- The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 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.

**Review Date:** January 2026

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**

### **Terms and Conditions**

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by one month's notice on either side.

**Salary:** The post is offered at a salary of £27,066 per annum.

**Hours of work:** The role is full time (37.5 hours per week).

**Contract:** This role is offered on a 4-year fixed term basis.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a 15.1% employer contribution and a flexible employee pension contribution of between 0-6%.

The post may include occasional work in the and evening and at weekends for which Time Off In Lieu can be claimed.

## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications &amp; Experience</b>	Educated to at least A level standard or equivalent	√	
	Proven experience of working as an administrator in a busy office environment	√	
	Familiarity with recruitment processes and administrative support for training programmes.	√	
	Understanding of Church of England structures and ethos		√
	CIPD Level 3 qualification		√
<b>Skills and Abilities</b>	Strong interpersonal skills with the ability to build effective working relationships across a wide range of stakeholders	√	
	Excellent communication skills, both written and verbal, with a professional telephone manner.	√	
	Highly organised with the ability to prioritise workloads and meet deadlines.	√	
	Demonstrated ability to manage confidential information with discretion.	√	
	Strong administrative skills with a high level of accuracy and attention to detail.	√	

	Confident and competent in the use of technology, including MS Office applications (Word, Excel, PowerPoint, SharePoint, Teams) and other relevant software.	√	
	Ability to manage electronic diaries, maintain records, and ensure compliance with GDPR.	√	
	Comfortable working independently and collaboratively within a team	√	
<b>Personal Qualities</b>	High level of integrity and discretion when handling sensitive information	√	
	Ability to work calmly under pressure and adapt to changing priorities.	√	
	Self-motivated and able to use initiative.	√	
	Flexible and willing to undertake a variety of tasks as required.		
	In sympathy with the aims and ethos of the Church of England.	√	
	Professional, approachable, and committed to continuous learning and development.	√	