**Job description – Fit for Mission Administrator St Helens**

**Title:** Fit for Mission Administrator St Helens

**Salary scale:**  £19,037 FTE (£9,518 based on 17.5 hours per week)

 2 years fixed term contract

**Hours**:17.5 hours per week

**Accountable to:** Team Leads

**Location:** St Helens Church based central location with some working from home (negotiable). Some meetings across St Helens’ deanery

Job Summary:

As the post holder, you will be responsible for providing efficient and precise administration support to the Fit for Mission St Helens team. Your main focus will be the Navigation Team, who you will be a part of, to achieve a smooth transition to a single larger parish.

**Key responsibilities include:**

As part of the Navigation team your experiences and opinions will be valued and you will be integral to successful programme delivery. Some tasks included in your role are:

* Scheduling meetings
* Producing agendas and minutes for meetings with a quick turn-around; collating the required documentation
* Developing and implementing effective systems to communicate to church leaders, PCCs, change teams and church members in relation to Fit for Mission; this includes the deanery website and social media pages, events and meetings
* Liaising with change portfolio team leads to feedback and keep the project on track
* Preparing documents and reports, proof reading and editing documents written by others
* Collecting measurement data and preparing measurement data reports
* Liaising with Finance, HR and other departments
* Organising and maintaining a digital filing system
* Managing data in compliance with GDPR
* Staying connected with the team
* Other administrative tasks that are required to supporting the navigation team lead, portfolio leads, and change facilitator to achieve a successful and timely transition

There will be a requirement to occasionally attend meetings in other locations of the Diocese.

**Equality, Diversity and Inclusion**

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

**About the Diocese of Liverpool**

The Diocese of Liverpool is the Church of England in a corner of the north west with churches from Southport to Widnes; Wigan to Warrington and throughout the city of Liverpool all working their hardest to fulfil our vision of asking God for a bigger church making a bigger difference with more people knowing Jesus and more justice in the world.

As we work towards that vision we have four priorities

1. Introducing people to Jesus
2. Deepening discipleship
3. Developing Christian leaders
4. Working for justice

**About Fit for Mission**

The Diocese of Liverpool is embarking on Fit for Mission, a six-year strategic transformation programme to support our vision of asking God for a bigger church to make a bigger difference. The goal of Fit for Mission is to enable all parishes, church plants, fresh expressions, schools and chaplaincies to fulfil God’s mission and to make new disciples where they are.

The Fit for Mission programme will provide focus and support to work together to face the significant issues that hold back mission and growth.

Fit for Mission will support each deanery in the Diocese of Liverpool to create their own future. There are six elements to this, and for each of them the programme will make available help and specialist resource.

1. A focus on developing our discipleship culture through training and support, including delivering ‘Cultivate’, a successful Local Missional Leadership programme. Resulting in hundreds of newly planted worship communities and justice initiatives.
2. Creating core support-services in deaneries to support and resource your mission
3. Creating missional leadership teams of lay and ordained people over larger areas with responsibility for specific mission and worship communities.
4. Developing agreed mutual support and accountability structures for all leaders.
5. Work towards each deanery having one or two Larger Parishes. Fewer parishes, but more worshipping communities and more justice initiatives. Less bureaucracy, more mission. With a local strategic approach, more diversity of worship will be possible.
6. Making sure buildings are fit for purpose, with buildings expertise available to assist in making good decisions on use, investment, or closure.

Earth Justice is integral to Fit for Mission, being high on the priorities of young people, as well as a mandate set out by national synod. The Diocese of Liverpool has a strategy that sets out how we propose to meet our carbon net zero targets by 2030. This reinforces our objective to be a sustainable flourishing church equipped for the future.

For more information on Fit for Mission go to [www.liverpool.anglican.org/fitformission](http://www.liverpool.anglican.org/fitformission)

**Person Specification**

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| **Essential Requirements** | **Desirable Requirements** |
| **Experience** |  |
| Administrative experience in an office setting | A member of the Church of England with a knowledge of the structures and organisation within it |
|  | Experience in the voluntary sector |
| **Knowledge & Skills** |  |
| Good time management skills to order and prioritise workload effectively, communicating to key stakeholders (navigation team, portfolio teams, deanery synod, local clergy, Fit for Mission delivery team) to set expectations  | Working knowledge of website content |
| Excellent personal organisation and administration skills | Knowledge of financial processes and procedures |
| Good and effective communication skills |  |
| High level of IT proficiency using Microsoft Office, Excel, Powerpoint, Word, MS forms |  |
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| **Personal Qualities** |  |
| Person of integrity who can keep absolute confidentiality |  |
| Ability to take responsibility to ensure tasks are completed |  |
| Good with detail, a completer/finisher |  |
| Ability to build good relationships and maintain them |  |
| To have an understanding of, and be in sympathy with the Church of England |  |
| **Qualifications** |  |
| Min 5 GCSE at Grade C or above which demonstrate ability in English and Maths  | A-level/BTEC qualifications |
|  | NVQ Business Administration level 2 |

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool.**