



Programme Administrator

24.5 hours p/w, approx. 12 months maternity cover contract

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 areas, 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 clergy, churches, parishes and schools, led and guided by the Archbishop of York, Stephen Cottrell.

Together, we are striving to be a people who are “Living Christ’s Story”. We are developing 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. We want to be a simpler, bolder, humbler church, which in its diversity reflects the communities it serves.

Our mission and ministry relies on relies on thousands of people - lay and ordained, volunteer and paid. Our diocesan teams, mostly based at our main office at Clifton Moor in York, provide a wide range of support services. This includes teams who support the development of our mission and ministry; our Education team working closely with Church schools; and our support functions such as Safeguarding, Property, Finance, and Human Resources.

Reaching Those We Currently Don’t

The Diocese of York is investing very significantly in two key programmes to reach people, make disciples and launch new worshipping communities among two overlapping demographics.

Mustard Seed - Growing Disciples in Places where Life is Tough

Our vision is to see worshipping communities developed as places of welcome, hospitality and support for local people in the challenges they face. Whether in church or other community buildings, they will offer opportunities for prayer, experiencing the love of God, exploring faith, and encountering Jesus. Pathways of discipleship will help to build communities of local people who are followers of Jesus.



The Mustard Seed programme works with local parishes towards this vision through two key interventions:

- **Stepping Up:** Learning communities based in Middlesbrough, Hull and coastal communities, where lay people can grow as disciples of Jesus and in their confidence and ability to share their faith within their local community.
- **Ambassadors:** People from across the Diocese who have a passion to support mission in our poorest communities. Ambassadors will be catalysts, growing generosity of prayer, support, and financial giving.

More information about Mustard Seed is available at www.mseed.org

Multiply – Growing Disciples among those in their 20s, 30s and 40s

Multiply exists to inspire and equip leaders and teams. The vision is of dozens of new communities gathering to worship Jesus and thousands of new disciples of all ages, particularly those the church has often struggled to reach in their 20s, 30s and 40s.

There are three main strands to Multiply

- **Ministers:** A team of full time ‘ministers’ in thirteen locations who are pioneering new worshipping communities.
- **Lay Leaders:** Part-time and volunteer leaders with teams of ordinary people with extraordinary ambitions for reaching those that church currently doesn’t.
- **Planting and revitalising:** St Michael-le-Belfrey in York will train and equip an additional curate every two years to be sent out with a team to revitalise a parish or to plant a new church.

There is more information about Multiply at www.multiplyreach.org

The Opportunity

We seek an administrator for around a year to cover maternity leave. You will work across these two programmes, providing administrative support and office management to the Mustard Seed and Multiply teams who are geographically dispersed across the Diocese. Working closely on a day-to-day basis with those delivering the programmes, you will receive line management support from our Executive Assistant, who co-ordinates administration across our teams.

The role is available 24.5 hours per week, with some flexibility in the work pattern. In normal circumstances, the post is based at our diocesan office at Clifton Moor in York. However, following the recent public health crisis we have introduced a range of flexible working options, and we might expect the post-holder to be in the office for two days a week and work remotely for the remaining hours. Most meetings are online.

You will be educated to A-level or equivalent standard and have previous experience of being responsible for administrative functions. You will be self-motivated and highly organised, adept at being a key team player, even when working remotely. You will have a professional manner, a flexible approach, and be confident in dealing with sensitive and confidential matters. You will have empathy with the Christian character of our organisation.

We offer a good salary, holiday and pension, together with some additional benefits such as an employee assistance programme and a Cycle to Work scheme. Most importantly, we offer the opportunity to play a part in an organisation at the heart of spiritual and community life in the region.

Job Description

Principal Duties

- Act as a point of contact for anyone with queries about Mustard Seed and Multiply, handling general enquiries, managing email inboxes and signposting to relevant information and/or team members.
- Assist Mustard Seed and Multiply Programme Leaders with diary planning
- Maintain accurate records and contact lists which involves collating feedback and working with the Contact Management System
- Use of Microsoft Teams to book team meetings, and share information and documents to support smooth operations of dispersed team.
- Schedule governance meetings, format and circulate papers, take notes
- 'Dashboard: Support data collection, input data and liaise with Diocesan Information Analyst to update the 'dashboard' documents to track progress.
- Meetings and events: Plan dates, book venues, order supplies, manage invoices and payments, liaising with finance colleagues, keep records up to date, assist with production of materials and resources
- Mustard Seed Ambassadors administration: Assist with production of materials and resources, maintain records and contact lists. This also involves assisting with, updating and managing the website and other communications.
- Prepare the quarterly grant funding claims, which involves reviewing management accounts against expenditure and then reviewing these with the Programme Leaders so that claims can be made to the Strategic Development Unit.
- Assist Programme Leaders in preparing documents for the Annual Reviews with the Strategic Development Unit

Other Duties

- To attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- 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.
- To undertake such other duties as reasonably requested.

The post will involve some travel within the Diocese, and occasional attendance at meetings outside normal office hours.

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.

Person Specification

Essential

1. Educated to A level, with grades A-C in English and Maths GCSE, or equivalent.
2. Previous administrative experience gained in a busy office environment.
3. Self-motivated; able to prioritise and deliver work to a high standard and to deadlines with minimum supervision; proactive in resolving issues and obstacles
4. Excellent organisational skills
5. Strong attention to detail.
6. Proficient IT skills
7. Excellent written and spoken communication skills
8. High level of professionalism, and able to demonstrate discretion in dealing with sensitive issues and confidential matters
9. Enthusiastic and personable; a team player able to work well with internal and external people at all levels
10. A flexible approach.
11. A commitment to continuing professional development
12. Empathy with the Christian faith, and able to work effectively within a Church of England context in support of its mission and ministry.

Desirable

13. Understanding of the structure, organisation and culture of the Church of England

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate. Own transport would be an advantage.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF).
Line Manager	Executive Assistant to the Diocesan Secretary and Chief Executive.
DBS Disclosure	A DBS check is not required for this post.
Contract Term	This is a fixed-term contract of approximately 12 months, to cover a period of maternity leave.
Probationary Period	Appointments are subject to a 6 month probationary period.
Location	The post is based at the diocesan office at Clifton Moor, York (flexible / hybrid working options are available).
Hours	<p>The post is part-time, 24.5 hours per week.</p> <p>The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England.</p>
Salary	An appointment will be made at Grade 7. Starting salary approx £15.5 to £16.5 (based on approx. £23k FTE), depending on experience.
Pension	The YDBF offers a contributory pension scheme organised by the Church of England 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).
<i>Non-contractual Benefits</i>	
Employee Benefits	We provide free parking, and non-contractual benefits currently offered to include eye care vouchers, and a cycle to work scheme.
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Wellbeing	We provide a comprehensive Employee Assistance Programme. Our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and / or mediation if required.