



DIOCESAN BOARD OF FINANCE

Internship Administrator

JOB TITLE: Internship Administrator (0.8 FTE)

ACCOUNTABLE TO: Director of Interns

RESPONSIBLE FOR: None

KEY RELATIONSHIPS:

The role entails communicating with a wide range of individuals and institutions both within the Diocese and nationally, including:

- National Church of England Ministerial Education Scheme
- New Wine Discipleship Year programme
- Placement Churches
- Line managers and mentors
- Interns
- Diocesan Officers

BACKGROUND

The Diocese of Leeds covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

This role is based at the Diocese of Leeds offices based at Church House, 17-19 York Place, Leeds, LS1 2EX

Overall Purpose

- To provide administration support for the Diocese of Leeds Internship Programme and its various hubs.
- To provide administrative and operational support to the Director of the Internship programme.
- To assist the Strategic Development Board with general administrative support.
- To be part of the wider Diocesan office admin team, covering general admin/reception duties as and when required

General

- To provide general administrative support to enable the smooth running of the internship programme.
- To provide administration support to the Director of the Interns (including meeting minute taking and diary management).
- To support the running of the different internship hubs (including venue booking, resource production and teaching rotas).
- To help in the set-up of the induction programme for all new interns.
- Ensure DBS checks are undertaken and certificates received in a timely manner
- To maintain and update student records.
- To liaise with incoming tutors and lecturers.
- To assist in good communication between the hubs and the placement churches.
- To assist with timetabling for both students and tutors
- To assist in good communication with the National Ministerial Experience scheme and other national programmes linked to the internship.
- To help in the advertising of the scheme – providing material for placement churches, and the diocese and ensuring the material on websites is up to date.
- To oversee the application process for potential interns (including handling application forms, arranging interviews, requesting references, and communicating with potential applicants)
- To help in the set up and running of larger events over the year for the whole scheme such as the graduation.
- To work with the finance team to ensure the payment of bursaries for interns.
- To help in the upkeep of financial records of the programme.
- To communicate with the property team regarding intern accommodation needs.
- To assist in the reporting process for the SDF board.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

A competitive package includes a competitive salary, flexi-time scheme, reimbursement of travelling expenses, an 8% non-contributory pension with an additional 5% matched contribution and 25 days' annual leave per year plus bank holidays and four customary days a year (between Christmas and New Year) – this would be pro-rata'd for a 0.8 role to equate to 207.5 hours leave per year including bank holidays and customary days.

Person Specification

Internship Administrator

(E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Skills, knowledge and aptitudes	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good word processing skills. • good IT skills and competent in the use of Microsoft Office and google docs. • ability to innovate, initiate and maintain good and effective administrative procedures. • ability to work both independently and collaboratively and participate as part of the wider office team. • ability to manage a varied work load efficiently and flexibly to prioritise tasks in order to meet deadlines. • ability to communicate effectively (written and oral) with people at all levels, both inside and outside the organisation. • ability to establish and maintain excellent working relationships with colleagues and other contacts. • good skills in presentation, layout and accuracy in text production. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
2	Qualifications, Training and Experience	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • 5 GCSE's (or equivalent) including English and Maths at grade C or above. 	<p>E</p>
3	Personal Attributes	<p>The administrator should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have an understanding of confidentiality issues and the use of discretion; • be sympathetic to the needs of others; • have an openness to learning and change; • have good interpersonal skills. • have a flexible work approach. • have the ability to work collaboratively. • have the ability to relate to a wide range of people and organisation. • have the ability to ensure own personal and professional development. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

4	Disposition and Attitude	<p>The administrator should have:</p> <ul style="list-style-type: none"> • empathy with the faith and mission of the Church of England • the aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts. 	E E
5	Special Requirements	<p>The administrator should:</p> <ul style="list-style-type: none"> • have the flexibility to attend evening events when required. 	E