



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

JOB DESCRIPTION

Administrator

Reporting to: Lead Minister, New Street

Location: Home-based

Standard Working Hours: 7 hours per week (equivalent to 1 full day). Flexible working is possible but some hours on Thursday or Friday are essential

Contract: Fixed-term until 30th June 2025

Holidays: 5 days a year (excluding bank holidays)

Salary: £20-22,500 per annum pro rata (i.e. £4,000 - £4,500 per annum)

Pension: Employees are able to join the Diocesan Pension Scheme 9-15 % contribution

Background

The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly to “Discover God’s Kingdom, Grow the Church”.

Transforming Mission has been a model for the renewal of Anglican Church life across the Diocese of Truro. This programme seeks to develop a version of Resource Church that learns and borrows from current practice in other dioceses but is tailored to fit the Cornish context.

New Street Church was launched in 2019 in response to the objectives of Transforming Mission. These are to:

- 1) Develop a thriving missional community in the churches across Falmouth;
- 2) Develop an effective ministry to the student community in Falmouth;
- 3) Identify, nurture and train future leaders in ministry, lay and ordained, who can be deployed in the Deanery, Diocese and the wider Church;
- 4) Develop a model of Town Resource Church, which will be replicated across towns in Cornwall and beyond.
- 5) To develop an interconnected network of resources to be shared across the town to best serve the missional community, including venues, equipment and people.
- 6) Develop a culture of church planting

See <https://newstreetchurch.org/> where you can find out more about New Street Church.

Purpose of the Job

The role of Administration Assistant is to provide effective and efficient administrative support to the New Street Lead Minister and the church, enabling them to function efficiently.

Key responsibilities

1. ChurchSuite (church management system)

- Managing, maintaining and developing 'ChurchSuite' as our management system
- Providing ChurchSuite support to team and church members when needed.
- Creating and sending out mailings via ChurchSuite as necessary.
- Managing the interface between ChurchSuite, website, social media etc.
- Responsibility for ensuring compliance with GDPR

2. General administrative support

- Overseeing and informing the use of Microsoft Teams and Sharepoint for team and church admin
- Providing admin support to the Lead Minister of New Street Church including being the first point of contact for enquiries and emails, assisting with producing termly Diocesan and Deanery reports and the Annual Report for the New Street CIO
- Co-ordinating the management of church policies, risk assessments and licenses
- Attending monthly team meetings for information-sharing and support
- Ordering supplies for the church and office as necessary and overseeing maintenance of office equipment.
- Liaising with Church House administrative team if needed.

3. Health & Safety

- To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

4. Safeguarding

- To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content

This job description will be reviewed periodically, and may be subject to amendment

PERSON SPECIFICATION

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant office Administration experience including e-mail and file management and maintaining records 	<ul style="list-style-type: none"> • Use of ChurchSuite or similar database tool • Use of Canva or similar design tool • Experience of working in a faith or third sector organisation
Qualifications and Training		<ul style="list-style-type: none"> • Qualification(s) in relevant areas such as administration or IT
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Excellent organisational & administration skills • Able to work as a team • Ability to manage multiple and competing priorities & flexibility to deal with changing priorities • Ability to deal with different types of people at all levels in a direct, tactful & diplomatic way • Strong communication & interpersonal skills (written & verbal) • Proficient in Microsoft Office and Outlook • Good analytical and problem solving skills 	<ul style="list-style-type: none"> • Relevant knowledge about one or more the specialisms
Personal qualities	<ul style="list-style-type: none"> • Pro-active, able to work on own initiative and able to spot what others might not, and get it done • Willing and able to work flexibly to contribute to, and prioritise, the work of the team according to the needs to the organisation • A “safe pair of hands”, in whom colleagues will have confidence that they will get the job done • Commitment to the aims and objectives of the organisation • Understanding of, and commitment to, equality, diversity and inclusion. 	Member of New Street church congregation

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the people that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect.