



Job Description

JOB DESCRIPTION

JOB TITLE:	Deanery Administrator (Temporary)
SALARY:	UK Living Wage of £8.75 per hour
RESPONSIBLE TO:	Director of Finance
RESPONSIBLE FOR:	Reporting to the Rural Dean of Louthesk, the role of Deanery Administrator involves providing administrative support to the churches in the Deanery of Louthesk and the ministers who maintain their ministry
CONTRACTUAL STATUS:	Cover for up to 12 weeks, with possible extension
KEY RELATIONSHIPS:	Director of Finance Rural Dean of Louthesk Ministers working within the Deanery of Louthesk Church Wardens Organists Vergers Baptism families Wedding couples Funeral Directors
MAIN LOCATION:	Deanery Office, 6 Ugate, Louth, LN11 9ET.
HOURS OF WORK:	25 per week (5 hours each day, Monday to Friday). 25 days holiday plus Bank Holidays, pro rata.
JOB SUMMARY:	To provide administrative support to the ministers and churches within the Deanery of Louthesk, in particular making arrangements for baptisms, weddings and funerals and processing payments for these services as required.
KEY DUTIES AND RESPONSIBILITIES:	Administration <ul style="list-style-type: none">• Maintaining an effective Deanery Office and filing system.• Maintaining electronic systems to support the administrative and communication needs of the Deanery in the 21st century.• Acting as first point of contact for routine deanery enquiries (e.g. weddings baptisms and funerals).• Processing of the Baptisms/Weddings and Funerals and all the finances that relate to those.• Taking clear telephone messages and ensuring that they are passed on to the relevant person at the earliest opportunity.• Assisting with Deanery correspondence, including email• Co-ordinating occasional Parish/Deanery mailings, both paper and electronic• Responsibility for co-ordinating events, liaising with clergy, parish representatives, Churchwardens, the Diocese and other outside bodies.• Meeting with the Rector of the Team Parish of Louth, weekly, concerning the diary and administrative needs of the Parish.• Undertake general administrative duties as required, such as typing, filing, photocopying, emailing, etc• Assisting with the production of Deanery/Parish publications and marketing materials including weekly news sheets, rotas, orders of service, magazine etc.• Dealing with statutory documents, including returns, registers, certificates and applications

	<ul style="list-style-type: none">• Overseeing the maintenance of equipment in the Deanery office and complying with any maintenance and service contracts.• Ordering office supplies for the Deanery <p>Financial</p> <ul style="list-style-type: none">• Process payment of all monies and raising of cheques/BACS payments.• Assist with the operation and maintenance of funds including preparation of invoices and receipts where appropriate.• Calculate and input additional costs to the nominal ledger. Undertake timely bank reconciliations for accounts.• Ensure that all finance records are maintained and kept up to date, and held securely and accurately, both electronic and paper-based.• Produce spreadsheets and reports showing analysis of various costs and information required.• Assist with various cheque signatures and clerical work associated with cheque processing.• Input and process financial transactions.• Preparation of reports and working documents as required by the rural dean.• Manage the workload ensuring that all queries are dealt with in a timely, accurate manner, escalating complex problems to the parish clergy or rural dean as required.• Completion of PF1, 2 and 3 form for the diocese. <p>The list of tasks is not intended to be exhaustive and is subject to review in consultation with the Rural Dean.</p>		
CONTINUED PROFESSIONAL DEVELOPMENT	The Diocese has an Appraisal process which encourages appropriate training and development of skills and experience. In addition to any training or development judged essential to undertaking the duties of this post.		
PERSON SPECIFICATION			
CATEGORY	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS & SKILLS	<ul style="list-style-type: none">• Good communication skills, verbal and written• Maintain administrative systems• Knowledge of basic computer packages• Ability to work alone• Ability to prioritise tasks• Basic accounting knowledge (sufficient to issue invoices and process payments)		A,I A,I A,I A,I A,I A,I
EXPERIENCE	<ul style="list-style-type: none">• Working in a collaborative setting• Administrative work		A,I A,I

Key

A = Application R = References I = Interview

General responsibilities

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.

The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to assist in the opening and handling of incoming post.

The post holder may be required to handle cash.

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.