

DURHAM DIOCESAN BOARD OF FINANCE (DDBF)

Administrator

JOB DESCRIPTION

JOB TITLE:	Administrator
GRADE:	3.1 – £21,277
JOB NUMBER:	
ACCOUNTABLE TO:	Office Manager
HOURS & TERM:	Full time, 35 hour week, permanent
RELEVANT TO THIS JOB:	This job role is subject to a basic DBS check.
LOCATION:	Cuthbert House, Stonebridge, Durham, DH1 3RY
BACKGROUND:	<p>The DDBF is the administrative body which operates on behalf of the Church of England within the Diocese of Durham, and amongst other things, provides training, development and administrative support to members of the clergy and parishes.</p> <p>This includes training as part of its commitment to support the growth of the church. Training programmes, events and courses are continually in development, and draw participants from a diverse range of church backgrounds. These are managed by the Ministry, Discipleship and Mission team and the Growth team.</p> <p>The diocese's administrative team is also responsible for dealing with general enquiries, maintaining contact details for clergy and church officers, conducting DBS checks and providing administrative support to the other diocesan staff teams such as HR, Finance, IT, Safeguarding, Governance and Housing.</p>
JOB SUMMARY:	This is an administrative role, taking direction from the Office Manager, supporting a wide range of activities, focused on the co-ordination of training events and courses, but also acting as part of the wider administrative support team, dealing with safeguarding checks, HR administration and general enquiries.
KEY RELATIONSHIPS:	Office Manager & PA to Diocesan Secretary and Director of Mission, Discipleship and Ministry/Archdeacon of Durham Church Planting Project Manager Vocations Strategy Development Advisor Discipleship and Evangelism Enabler DBS and safeguarding administrator

IT and systems administrator
Vocations Development Support Officer
Director of Mission, Discipleship and Ministry/Archdeacon of
Durham
Ministry Development Advisor
Diocesan Secretary
Other diocesan staff
Clergy and church officers

KEY DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Support the organizing of events, training courses and awarding of small grants

1. To organise events and courses that are managed by diocesan staff, comprising training for ordained (clergy) and lay ministry from Durham Diocese. This will include online and face to face events and will include the administration of participant data and liaison with the course organisers;
2. To work with the event/course manager and communications team to promote and advertise the event/course through the diocesan website and social media;
3. To provide oversight and administration of the logistics of bookings, events and courses from start to finish including room booking management, attendance management and facilities. Where required, produce event plans which cover all aspects of events including timing, capacity, catering, and resourcing requirements including basic costing & procuring of materials and facilities;
4. To ensure events and courses run smoothly, welcoming participants, setting up rooms, communicating with staff, digital control of events ie. breakout rooms, and collecting and collating course feedback; and
5. To provide administrative support to the Church Planting Project Manager, Ministry Development Advisor and Discipleship and Evangelism Enabler in administering grants and courses under the guidance and supervision of the Office Manager.
6. Arranging venues, agendas and minute-taking for project monitoring boards in liaison with the chair of the monitoring board, project staff and teams.

Support the organising of Ministry Experience Volunteer Scheme

1. To support the Vocations Development Support Officer and Church Planting Project Manager (with guidance and supervision from the Office Manager) in the administration of applications for placements for those looking to gain ministry experience within the Church of England through the Ministry Experience Volunteer scheme and otherwise; and
2. Support interview process for volunteers and establishing of placements for successful candidates, and events for volunteers during placements.

Welcome and reception

1. Welcome visitors to Cuthbert House reception, ensuring they feel welcomed and are briefed on all relevant building guidance;
2. Deal with general email, phone and in person enquiries, resolving queries where possible and directing queries to appropriate staff members; and
3. Action ad hoc administrative requests requested by Diocesan Staff with supervision from the Office Manager.

Data, Compliance and Safeguarding

1. To update and manage contact details database listings in compliance with GDPR; and
2. Process Disclosure and Barring Service checks, supporting the DBS and Safeguarding Administrator.
3. Working with the HR Team and supporting them in the copying and checking of information.
4. HR correspondence when and where appropriate.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

Confidentiality

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

Safeguarding

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

Equality, Diversity & Inclusivity

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

Learning and Events Administrator

PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

A **Application Form**
I **Interview**
A & I **Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A / I
1	QUALIFICATIONS		
1.1	Administrative training qualification.	Desirable	A
2	EXPERIENCE		
2.1	Administrative and organizational experience.	Essential	A & I
2.2	Experience of managing data including personal data and databases.	Essential	A & I
2.3	Experience of health & safety, food hygiene.	Desirable	A
2.4	Experience of working in the church context.	Desirable	A & I
3	KNOWLEDGE		
3.1	Understanding of and familiarity with the structure of the Church of England.	Desirable	A & I
3.2	A good understanding of Microsoft office applications and supporting Hybrid working.	Desirable	A & I
4	SKILLS & APTITUDES		
4.1	Excellent interpersonal skills, ability to welcome visitors and build rapport.	Essential	A & I
4.2	Excellent written and oral communication skills with the ability to adapt style to a range of audiences.	Essential	A & I
4.3	Ability to work independently and to show initiative.	Essential	A & I
4.4	Strong organizational and planning skills with the ability to manage competing priorities.	Essential	A & I
4.5	Ability to establish and maintain appropriate boundaries, including appropriate confidentiality.	Essential	I
5	PERSONAL ATTRIBUTES & COMPETENCIES		
5.1	Empathy with the Christian faith and working in context of supporting its mission and ministry.	Essential	I