

Administrator, SSS

Role Description

JOB TITLE: Administrator, Senior Staff Support Team

SUMMARY: Working collaboratively with other members of the Senior Staff Support Team to support the work of 4 principals: The Bishops of Winchester, Basingstoke and Southampton and the Archdeacon of Winchester. Together with colleagues to deliver high quality administrative support, process planning and delivery, and record-keeping.

GRADE: SP3 Grade. Salary £11,000 per annum for part-time role (18 Hours)

LOCATION: Wolvesey, Winchester, SO23 9ND

ACCOUNTABLE TO: The Bishop’s Chaplain and Chief of Staff

KEY RELATIONSHIPS: Other members of the Senior Staff Support Team (see organisation chart);

 The Bishops of Winchester, Basingstoke and Southampton and the Archdeacon of Winchester

 The Bishop’s Chaplain and Chief of Staff

CONTEXT: The Diocese of Winchester has over 400 church buildings, and over 300 parishes, with many more worshipping communities. There are chaplaincies operating in schools, universities, hospitals, prisons and other institutions and organisations across the area of Hampshire and East Dorset which is covered by the diocese. Also included are over a hundred Church of England primary schools. Every parish in the diocese is encouraged to develop a Mission Action Plan which sets out the way in which the church in that local area will engage with and support the community in which it is situated – with parishes offering everything from parent and toddler groups and “Messy Church”, to street pastors and support for night-shelters and refugees.

As diocesan bishop, the Bishop of Winchester has responsibility for the pastoral care and oversight of the Church in the region. He shares his leadership of mission and ministry in the diocese with the Suffragan Bishops of Basingstoke and Southampton, the Diocesan Chief Executive and the Archdeacon of Winchester.

The Senior Staff Support Team provides a wide range of support services to the following: The Bishop of Winchester, the Bishops of Basingstoke and Southampton and the Archdeacon of Winchester. The team comprises Executive and Administrative Assistants, a Public Affairs Officer and the Internal and Digital Communications Manager, with team members reporting to the Bishop’s Chaplain and Chief of Staff.

This role offers an opportunity to work as part of this dynamic team, with involvement in a wide range of activities to support diocesan leadership.

In the close-knit office team, roles overlap and co-operation is required between all staff members. All staff play their part in offering hospitality to visitors and responding to queries. Nonetheless, within the team each person has a distinct role and responsibilities and takes a lead in specific areas.

**MAIN DUTIES AND RESPONSIBILITIES**

Within the team, the Administrator will take a lead in:

* Development, delivery and maintenance of administrative processes, to support the Suffragan Bishops and Archdeacon, including:
	+ A biennial programme of Ministerial Development Reviews for clergy
	+ Preparation of Episcopal References and Clergy Current Status Letters under the direction of the Bishop’s Chaplain and Chief of Staff
	+ Coordinating legal paperwork for the admission and licensing of clergy and lay ministers
	+ The Archdeacon’s responses to Quinquennial Inspection Reports
	+ Preparation of expenses claims
* Efficient administration of information management and record-keeping, especially parish records

The Administrator will work with the PA(BoW) and EAs to support the following administrative tasks, as required:

* Preparation for meetings, research, briefings and travel arrangements
* Preparation for parish visits, services (confirmation, admissions, cathedral, etc.)
* Handling incoming postal correspondence, responding or drafting responses as required
* Warden of Readers
* Archidiaconal visitations
* National synods, committees and portfolios
* Episcopal Budgets and Finance

The Administrator will work closely with the Administrative Assistant (BoW) to coordinate:

* Reliable personal record keeping and care of personal data for clergy, lay ministers and others

As a member of the Senior Staff Support Team, and working together with other members of the team, the Administrator will share responsibility for:

• Preparation for large meetings and events, attendance at which may sometimes be required

• Hospitality for meetings and events

• Taking telephone enquiries, signposting or otherwise responding as required

• Handling incoming correspondence, responding or drafting responses as required

• Assisting with preparation of communications and other publications on behalf of principals, including updated to website

* Other duties as may be required by the bishops, archdeacon or chief of staff from time to time

**collaboration, Support and accountability**

To facilitate collaborative working and ensure that the Administrator is supported and accountable in their role, they will be expected to:

* + Take part in weekly meetings of the whole team or one of the working groups within it.

Meetings are for forward planning of diaries and events, as well as project and process collaboration.

* + To liaise regularly with the Bishop’s Chaplain and Chief of Staff, meeting ‘one-to-one’ at least monthly.
	+ To meet with the Bishop’s Chaplain annually for a Personal Development Review.

**Person specifications**

An exceptionally organised person with proven administrative skills, the capacity to solve problems independently and a friendly and collaborative approach to teamwork.

QUALIFICATION & EDUCATION

* It will be a requirement of the appointment that Basic and Foundation level Safeguarding Training is completed along with:
* Equality and Diversity
* GDPR
* Fire Safety Awareness
* DSE for Home workers/office workers
* First Aid refreshers
* Office Health and Safety
* Educated to at least ‘A’ level or equivalent standard

PERSONAL EFFECTIVENESS:

* Administratively efficient
* Able to prioritise effectively
* Pay close attention to detail
* Uses their own initiative
* Has a flexible approach to work, able to adapt and change practices and processes in a rapidly changing organisation
* Work collaboratively
* Takes on responsibility and accountability for tasks and actions
* Take a practical approach to tasks
* Creative and solution-orientated
* Able to operate with a degree of ambiguity
* Work well in a team with shared responsibilities and overlapping roles

Communication:

* Clear and effective communicator
* Maintain strict confidentiality
* Use diplomacy and sensitivity

Administration

* Have an excellent standard of literacy
* Have a good standard of numeracy
* Manage work flow flexibly to prioritise tasks in order to meet deadlines
* Follow office procedures
* Have an aptitude for developing and reviewing office systems in response to changing demands and the availability of new technology
* Competent in managing own workload and supporting others with their workloads
* Committed to own personal development and encouraging others in their development

Knowledge

* Able to learn and apply new technologies quickly
* Proficient in the use of Microsoft Word, Outlook, and Excel, and willing to learn other Office 365 applications
* Experienced in managing a varied workload efficiently
* Have sympathy for the faith, worship and mission of the Church of England
* Have an understanding of, or willingness to learn, the systems, structures and terminology of the Church of England

**NOTES**

The following general principles should be noted:

1. This role will be based at The Diocesan Office, Wolvesey, Diocese of Winchester, Wolvesey, Winchester, Hampshire, SO23 9ND.
2. The role holder will understand and have empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
3. The role is offered on a permanent basis subject to a probationary period of 6 months.
4. This is a part-time post (18 hours per week) Monday to Friday. Working hours to be agreed.
5. On a few occasions it may be necessary for the post holder to attend a meeting or event off-site, sometimes outside of normal working hours.
6. Full-time holiday entitlement is 12.5 days, this is in addition to Bank Holidays (pro-rata).
7. The role is offered based on the role holder having a right to work in the UK.
8. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Chief Executive Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities

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Agreed SMB/MP 16 Feb 2021