

## ADMIN ASSISTANT

### Job Description

**Responsible to:** The Operations Manager and working closely with (and under supervision of) the full time Team Administrator

#### Main Purpose:

To provide comprehensive and proactive administrative support to colleagues across the Team with a particular focus on office/central services, maintaining and updating the central diocesan database.

**Hours:** Full time - 35 hours a week - 12 month fixed term contract

**Salary:** SP 2 - **£21,457 per annum**

### Responsibilities and Purpose:

#### Team Support

1. As Team Assistant, to proactively provide general administrative support to members of the Team.
2. To deal with general enquiries, providing a sign posting service to clergy, parish volunteers and others seeking guidance from the Diocesan Team.
3. To distribute all incoming post at both offices, including taking post between sites twice weekly.
4. To undertake research projects as required.

#### Central Services

5. In order to ensure the smooth operation of the Diocesan Office to complete weekly checks at both sites. This will include, but would not be limited to, ensuring stock levels are appropriately maintained, confidential waste collections are arranged promptly and arranging refuse collection as required .
6. Under the direction of the Team Administrator (Full Time) to complete weekly and monthly fire alarm tests at OAP.

7. Under the direction of the Team Administrator (Full Time) to complete weekly Legionnaires prevention process at OAP.
8. To be available to meet contractors to provide access at either Diocesan Office.
9. To conduct weekly checks of the Diocesan Offices, promptly reporting any issue to the appropriate colleague.
10. To support the Team Administrator (Full Time) in providing equipment to colleagues. Signposting, where appropriate, colleagues to the correct external provider as required.

#### Diocesan Database System

11. Under the direction of the Parish Support Manager, to assist in the management and updating of the central diocesan database, working with colleagues across the Diocesan Team to ensure information is accurate and maintained in line with the provisions of the GDPR.
12. As requested, to assist in producing reports from the database and collating data for use by members of the Diocesan Team and Bishop's Staff Team.

#### General

13. To play a full part as a member of the Team including covering for others, as appropriate and when required.
14. To undertake other tasks as may reasonably be required by the Parish Support Manager and Operations and Governance Manager.

#### Personal Specification:

##### Qualification & Education

1. A good level of education in English and Maths is essential. Educated to degree level or equivalent professional qualification is desirable. A demonstrable use of the English language in written communication and evidence of the ability to manipulate numbers to high standard.
2. It will be a requirement of the appointment that Safeguarding Training (level to be determined) is completed along with:
  - a. Equality and Diversity
  - b. GDPR
  - c. Fire Safety Awareness
  - d. DSE for Home workers/office workers
  - e. First Aid refreshers
  - f. Office Health and Safety

### Background and Experience

3. Experience of working in an office environment.
4. Knowledge and experience of working in a large and complex organisation is desirable.

### Skills and Personal Competencies

5. Excellent IT skills and ability, with detailed experience of utilising all standard Microsoft Office packages and a variety of databases.
6. Confident operating within complex administrative and governance structures with a understanding of the importance of adhering to processes and policies. Proven experience and ability in supporting committees.
7. Superb customer service skills, able to offer confident support and advice to a range of people and contexts.
8. Comfortable working across diverse areas of responsibilities, able to priorities and balance competing requirements and requests.
9. Good organisational and time management skills, reliability and attention to detail.
10. Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity and awareness of when to inform others.

### Other

11. Confidential and able to handle sensitive information.
12. An understanding of and a commitment in principal to the Church's ministry and mission is essential.

### Notes:

The following general principles should be observed:

- a. This role will be based at The Diocesan Office, Wolvesey, SO23 9ND, you will also be required to regularly work from The Diocesan Office, Old Alresford Place, Old Alresford, Winchester, SO24 9DH (Diocese of Winchester). It is anticipated that some home working may be available/necessary.
- b. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
- c. The role will require some travel about the diocese, sometimes outside usual business hours and to locations that are not served by public transport. The role holder will need to have access to their own transport.
- d. The role is full time - 35 hours. The post requires the post holder to work some evenings

and weekends. This is usually to support the work that the Parish Support Team carries out in the parishes. This work is scheduled and should the role holder be required to work an evening or a weekend, plenty of notice will be given. Evening and weekend work will be considered part of the full time hours allocated to this role.

- e. The role is offered on the basis of the role holder having a right to work in the UK.
- f. Employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary and Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.
- g. This job description and person specification is not an exhaustive list of tasks and responsibilities.**

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CL/SMB Agreed 31 May 2022