

Executive Assistant to the Vocations & Training and Mission & Strengthening Communities Teams

Role Description

Summary of Role:

To provide administrative support to the Diocesan Director of Ministry and the Initial Ministerial Development Officer and to support the work of the Vocations and Training Team in the vocational discernment, training and ongoing support of ministry in the Diocese of Lichfield. To provide administrative support to the Mission and Strengthening Communities Team and to provide administrative support to parishes in vacancy with the production of parish profiles.

Key tasks

- **To support the work of the Director of Ministry in the oversight of the Vocations and Training team.**
 - Providing general day to day diary and administrative support as required.
 - Offering administrative support in relation to the diocesan Pastoral Supervision Scheme.
 - Being part of the planning, organising and execution of the bi-annual clergy conference, including attendance at the event.
 - Assisting in the maintenance and development of the Diocesan Moodle pages.
 - Maintaining and developing, where appropriate, the V&T pages on the diocesan website.
 - Taking the initiative, where appropriate, for managing the diary for the regular annual cycle of events, letters or activities in the academic training year.
 - Occasional work away from the office, and occasional evening and weekend work for courses, special services, meetings, etc. (time off in lieu will be given for any out of hours work).
- **To support the work of the Initial Ministerial Development Officer in the development and delivery of the Chad Foundations programme and Reader training.**
 - Providing general day to day diary and administrative support as required.
 - Enabling the effective operation of lay development and discipleship courses including, but not limited to, *Living Faith*, *Living Discipleship*, *the Chad Programme*, and *Reader Training*.

- Taking responsibility for organising the annual Reader licensing service and contributing to its effective running on the day.
- Offering administrative support to the Warden of Readers as required.
- **To provide administrative support to the Diocesan Mission and Strengthening Communities team**
 - Supporting the team's networks, workshops, events and training at the planning and delivery stages.
 - Creating and maintaining data within the team, being attentive to the legal responsibilities of holding and sharing individuals' personal data.
 - Being a first line of contact for the team and responding to routine requests.
 - Organising, meetings for the team and its members, including the sharing of papers before the meetings and at times taking minutes.
 - Updating the team's information on the Diocesan website and social media to ensure the information is relevant and timely.
- **To support the work of Archdeacons and Vacancy Support Officers in their work with parishes in vacancy.**
 - Liaising with parishes in vacancy and Archdeacons to assist in the production of parish profiles.

PERSON SPECIFICATION

Experience

A person with experience of:

- offering administrative support in a busy team environment.
- developing and maintaining processes for managing flow of information.
- working collegially, collaboratively and flexibly with others.

Skills and Abilities

A person who is:

- skilled in administration, paperwork and procedures; good oral and written communication skills; and a good level of computer literacy.
- able to prioritise a demanding workload and take initiative in organising tasks; to work without supervision and to maintain contact with managers and officers through email and phone as well as face-to-face work.
- able and willing to be flexible.

Attributes

A person who is:

- conscientious and diligent in completing tasks.
- willing to contribute to the wider team, and to work supportively with colleagues.
- engaging with a helpful demeanour.
- understanding of the importance of discretion, process and procedure and able, when necessary, to hold their ground.
- sympathetic to the mission and ministry of the Church of England.

Terms and conditions

The role is full-time with an annual salary of £27,500

Holiday of 5 weeks per year, 3 discretionary shut-down days, and bank holidays.

Location: St Mary's House, The Close, Lichfield and other locations across the diocese (with opportunity for hybrid working – minimum 2 days on-site).

The role will require weekend and evening availability with accompanying Time Off In Lieu.

The role will be line managed by the Director of Ministry and also have supervision from the Mission Team Leader and IMD Officer.