

DIOCESE OF ST ALBANS
VACANCY FOR AN ADMINISTRATOR, BOARD FOR CHURCH AND SOCIETY

General Nature and Purpose of Job: To act as assistant to the Officer for Mission and Development (OMD) and the Social Responsibility Officer (SRO), supporting them and the diocesan Board for Church and Society (BCS) in developing the mission of the Church in the diocese, with particular reference to social responsibility, ecumenism, evangelism, inter-faith and international links.

The position is administrative in nature but will require initiative, creativity and understanding of the mission of the church local and global.

It involves regular contact with senior members of the diocese and with members of the BCS and working groups operating within the Board's areas of responsibility. At times this contact will call for understanding, tact, flexibility and sensitivity.

Scale: £20,266-£23,025. Starting point according to qualifications and experience

Location: Diocesan offices, 41 Holywell Hill, St Albans.

Hours: A full-time position of 35 hours per week. There is some evening and weekend work, usually associated with Board meetings, for which time off in lieu is granted.

Reporting Line: To the Officer for Mission and Development and, through him, to the Board for Church and Society.

Duties:

1. Secretarial and administrative support to the OMD and SRO.
2. Work with officers to enable parishes to access good mission resources and information; this will require identification and listing, updating website, sending out bulletins and informed personal contact with parishes.
3. Assist with the co-ordination of campaigns and events, including the Bishop's annual Harvest Appeal.
4. Assist with research.
5. Act as clerk to the Board: draft and circulate papers for BCS meetings; draft minutes of Board meetings; and implement any necessary resulting action.
6. Attend meetings of the BCS (usually five per annum).
7. Office management and record-keeping.
8. Financial management: manage the submission of expenses claims for the OMD, SRO and relevant Groups and volunteers; maintain simple records for applications to and grants from the charitable funds administered by the BCS; liaise with the diocesan finance staff.
9. As required, attend and service ad-hoc working parties and committees established by the BCS.
10. Assist with enquiries from internal and external parties as they arise.
11. On occasions to share in supporting other areas of the diocesan office as the need arises.

Person Profile:

1. A commitment to, and an understanding of, the Church's mission in society.
2. An experienced Personal Assistant or Administrator; or a graduate in a relevant discipline.
3. Experience of researching issues and writing reports.
4. IT skills: experience with MS Office, especially in word processing, and desktop publishing; use of email and e-bulletin; ability to update website and use of the internet for research.
5. Good oral communication skills to deal tactfully, flexibly and efficiently with a wide variety of people, mainly on the telephone.
6. Ability to work on own initiative.

October 2009

TERMS AND CONDITIONS

1. The person appointed will be required to work at the Diocesan Office at Holywell Lodge in St Albans. This is centrally situated in the City within a short walk of the Cathedral.
2. Normal working hours are 9am to 5pm Monday to Friday. On occasions it will be necessary to attend meetings out of office hours for which time off in lieu is granted. No overtime is paid.
3. The post is offered on the Senior Personal Secretary Scale (£20,266-£23,025) and the starting salary will depend upon qualifications and experience. Salary scales are reviewed each year in July.
4. Annual leave entitlement is pro rata of 20 working days plus the statutory Bank Holidays. In addition, the following privilege days: Maundy Thursday, Easter Tuesday, and the working days falling between Christmas Eve and the New Year Bank Holiday.
5. The appointment will be based upon a probationary period of three months, during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.
6. There is a non-contributory pension scheme with the Church of England Pensions Board which provides a pension of 1/60th of final salary for each year of service. The current retirement age is 65 for men and women.
7. More detailed information on terms and conditions for members of the Board's staff will be found in the Staff Handbook.

APPLICATIONS

If you would like to apply for this post, please send a **C.V.**, the names and addresses of two **referees** and a **letter of application** to Revd Canon John Kiddle at Holywell Lodge, 41 Holywell Hill, St Albans AL1 1HE by 9.00am on 25th November 2009.

In the letter, please say something about why you are applying for this post, the experience, skills and knowledge you would bring to it and the difference you believe you would make to it.

Interviews will take place on Tuesday, 1st December.

References may be taken up before interview. Please indicate if anyone may not be approached at this stage.