

DIOCESAN BOARD OF FINANCE:
Ordinands and Vocations Department

JOB PROFILE

JOB TITLE:	Administrator (Diocesan Ordinands and Vocations Team)
ACCOUNTABLE TO:	The Diocesan Director of Ordinands and Vocations
KEY RELATIONSHIPS:	Diocesan Director of Ordinands and Vocations Assistant Director of Ordinands and Vocations Director of Ministry and Mission HR Team Finance Team

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford](#), [Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 462 parishes and 656 church buildings.

The Vocations Team is responsible for the process of discernment to the ordained ministry in the Church of England within the whole Diocese of Leeds, from first enquiry to ordination. The team also works with the Lay Training team to promote Lay and Ordained Vocations across the Diocese.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

JOB DESCRIPTION

PRIMARY PURPOSE OF POST

- To provide an efficient and effective administration service as a member of the Diocesan Ordinands and Vocations team, working with colleagues to promote lay and ordained vocations, assist candidates and support ordinands.
- Work with members of the team and other diocesan officers to provide candidates and ordinands with a user-friendly service.
- Maintain and develop the administrative and financial systems relating to ordinands.

MAIN DUTIES AND RESPONSIBILITIES

- With colleagues, promote vocations
- Respond to general enquiries
- Relate to enquirers on behalf of the team
- Set up appointments
- Ensure a sound knowledge and smooth running of the vocational discernment processes
- Liaise with the Ministry Division
- Gather and distil information for recruitment processes
- Prepare paperwork and ensure distribution within appropriate timescales
- Prepare and maintain systems to track the progress of candidates
- Maintain written and electronic records and databases
- Organise and provide support for conferences and events e.g. vocations days, retreats
- Have day-to-day management of the financial arrangements for those in training
- Ensure up to date knowledge of data protection legislation

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

DDOV Administrator

(E – Essential criteria, D = Desirable criteria)

	Sections		E	D
1	Skills, knowledge and aptitudes	<p>The Administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good listening, oral and literacy and social skills; • ICT including keyboarding skills • working to deadlines; • organising appointments and arranging visits; • using the internet to access relevant information; • developing and maintaining contacts with Ministry Division; • knowledge of vocation and discernment procedures; • knowledge of Data Protection legislation. 	E E E E E E	D D
2	Qualifications, Training and Experience	<p>The Administrator should:</p> <ul style="list-style-type: none"> • be able to demonstrate a willingness to attend appropriate training and development; • have extensive experience of: <ul style="list-style-type: none"> ○ writing letters, reports and accurate, concise minutes/notes; • organising meetings: <ul style="list-style-type: none"> ○ record keeping, information retrieval and dissemination of data/documentation; ○ working in an environment where experiences included taking initiative and self-motivation; • have relevant personal and professional development. 	E E E E E E	
3	Personal Attributes	<p>The Administrator should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have an understanding of confidentiality issues and the use of discretion; • be able to remain impartial; • have a flexible approach to working hours - occasional evening and weekend work is a standard part of the role • be sympathetic to the needs of others; • have an openness to learning and change; • have a positive attitude to personal development and training; • have good interpersonal skills. 	E E E E E E E	

4	Disposition and Attitude	<p>The Administrator should:</p> <ul style="list-style-type: none"> • have flexibility and adaptability to juggle a range of different and some complex tasks; • have an understanding of the structures of the Anglican Church; • have the ability to promote, with integrity, ordination to the Anglican Church; • be supportive and encouraging of those exploring vocation; • have an empathy for the Anglican Church; • have the ability to work collaboratively as part of a team and also to work alone when necessary. 	E E E E E	D
5	Special Requirements	<p>The Administrator should:</p> <ul style="list-style-type: none"> • be able to co-ordinate administrative processes from first enquiries through training and onto ordination; • Have the knowledge or the ability to gain understanding of vocations in the Church of England; • be able to travel to meetings and work flexibly including occasional evenings and weekends. 	E E E	