Diocese of Southwark

Administrative Assistant
(Department of Discipleship and Ministry)

Vacancy Information Pack

Closing date: 26 July 2018
Interview date: 3 August 2018
Dear Applicant

I am delighted that you have shown an interest in the role of Administrative Assistant with the Department of Discipleship and Ministry. This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the Diocese. The deadline for applications is Thursday, 26 July 2018. Interviews for shortlisted candidates are scheduled for Friday, 3 August.

This post provides an exciting opportunity to support the provision of training courses for people in parishes and their leaders. The role will increase our capacity to deliver this work.

This is an excellent opportunity for someone to make a real difference to the work of the Diocese, in supporting our parishes and serving the people of South London and East Surrey under God.

If this is a role that excites you and you believe that you have the necessary skills, experience and imagination, we would very much like to hear from you.

With best wishes

The Revd. Canon Dr Mandy Ford
Canon Chancellor Southwark Cathedral
Director of Discipleship and Ministry Diocese of Southwark
The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title: Administrative Assistant (part-time)

Department: Discipleship and Ministry

Salary: £20,387.50 per annum, pro rata

Hours of work: 20 hours per week, with potential for a term-time only contract

Overview

The Diocese of Southwark is the collective name for the Church of England in South London and East Surrey, consisting of many and diverse churches, chaplaincies and schools. There are over 300 churches and 250 full time clergy, together with hundreds of volunteers and 40,000 regular worshippers, in the diocese. The role of the Department of Discipleship and Ministry is to provide education and training for people in parishes and for their leaders. We do this through a variety of courses and events, particularly a year long course “Growing in Faith and Life” which is aimed at people in parishes. We offer specialised training to those who will become authorised ministers in the church, currently as Licensed Lay Ministers or Readers, and as Southwark Pastoral Auxiliaries. We oversee the training of curates in their parishes and provide continuing professional development for the clergy and those in authorised ministry.

Context

The Department is located in Trinity House, the Diocesan Offices near to London Bridge. The staff consists of a Director, an Assistant Director, a Training Co-ordinator (part time) and an Administrator.

We work closely with our colleagues in the Department of Mission and Evangelism, and the Department of Vocations.

Most of our programmes are delivered in school term times and there are pressure points during the year, either when there is course material to be sent out or when significant numbers of assignments and reports are due in. One of the key roles of the Administrative Assistant will be to provide support to the department at these busy periods.

This post reports to the Administrator.
Principal Tasks

- Take bookings and enter data for those attending courses and events
- Receive and update personal data for Readers, SPAs and others as required
- Prepare course materials: photocopying, collating and making up files and delegate packs
- Maintain and tidy the small library, chase up unreturned borrowing
- Co-ordinate receipt, marking and return of marks to students - Bishops Certificate essays
- Co-ordinate receipt, marking and return of marks to students - Curate’s essays
- Manage bulk emails of newsletters and other communications
- Manage bulk mailings of programme brochures
- Photocopy, collate and mail annual mailings to Readers and SPAs
- Support SPA Training co-ordinator in administration of course
- Support Administrator in co-ordination of curate’s programme
- Other administrative support as required

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of ‘Respect for All’, and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.
Person Specification

Essential

- Good IT and administrative skills with a keen eye for detail and able to work quickly and accurately
- Competence in a range of Microsoft Office applications and capacity to research and learn new skills
- Able to take direction and work to an agreed plan
- Willingness to show initiative and take personal responsibility for tasks
- Good inter-personal skills, able to communicate effectively with people from all backgrounds and of all abilities
- Able to work under pressure and manage pressure points calmly
- Flexibility - you will share a hot desk with colleagues

Desirable

- Experience of setting up and using online booking (e.g. Eventbrite)
- Experience in an educational or church setting
- An understanding of the structures and ethos of the Church of England
DIOCESE OF SOUTHWARK
ADMINISTRATIVE ASSISTANT

(Part-time, 20 hours per week - potential for term-time only)

Outline terms and conditions

Employer

The person appointed will be employed by the Diocese of Southwark (South London Church Fund) whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House.

Salary

The post has the salary £20,387.50 per annum, pro rata, inclusive of London Weighting which equates to £11,650 per annum for a 20 hour week under a standard contract.

Probation

The appointment is subject to the satisfactory completion of a 26 week probationary period.

Hours of work

20 hours per week (excluding lunch breaks), Monday - Friday. Your daily working hours will be agreed with your line manager within core hours of 9am to 3pm. You may choose to work only during school term time and your hours would be adjusted accordingly.

Lunch hours are not part of your contractual working hours and the timings are subject to management agreement. Any other breaks are subject to management agreement.

Holiday Entitlement

You will receive 26 days (pro rata) annual leave per annum, increasing to 31 days (pro rata) after 2 years’ service. There is also an entitlement to 2 local and 8 bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.
Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the 26 week probationary period a week’s notice is required on either side. Thereafter you will be required to give three months’ notice should you wish to resign and will receive a minimum of three months’ notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.
Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people’s life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- To grow our financial resource base to allow investment in growth for the future;
- To grow our average weekly attendance;
- To increase the number of worshipping communities;
- To increase lay and clergy vocations; and
- To ensure that our leadership is more representative of the cultural communities which we serve.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment. You will find a statistical profile of the Diocese at Appendix 1.

In 2015 clergy carried out 670 funerals, 2,500 weddings and 2,600 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelter and food banks.

In 2016 the Diocese was successful in achieving a major grant from the Church Commissioners to enable and support the Church’s outreach in new development areas, through our “From Battersea to the Barrier” initiative, in particular the new Nine Elms development, including the new American Embassy.
The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

**Trinity House and the Area Offices**
Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Organisational charts are included within this information pack. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT).

The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Governance Committee (AGC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the AGC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These have been known under the banner of ‘Lead, Enable, Serve’, these are summarised in the table that follows.