



DIOCESAN BOARD OF FINANCE:

Ministry and Mission Administration Team

JOB PROFILE

- JOB TITLE:** Lay Training Administrator (School of Ministry & Vocational Training)
- ACCOUNTABLE TO:** Director of Lay Training
- KEY RELATIONSHIPS:** The role entails networking with a wide range of individuals and institutions both within and outside the Diocese, including:
- Principals and core staff of the School of Ministry hub.
 - Administrators in the Yorkshire Ministry Course and Yorkshire Theological Educational Partnership (YETP).
 - Students of the Leeds School of Ministry.
 - Lay Training Officers and the Lay Training Administrator
 - Director of Clergy Development and 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 656 church buildings.

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 administration support for the School of Ministry hubs.
- To provide administrative support for vocational Lay Training.
- To provide administrative support for Clergy Continuing Ministerial Development

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

School of Ministry hub administration

- To assist the Principals and core staff in administrating the teaching/tutorial programmes of the School of Ministry Hubs, by providing general admin support to the Principal(s) (organising zoom links, travel and meetings, answering telephone queries, emailing study day reminders etc.).
- To communicate on a regular basis with core staff and students as directed and proactively using established patterns of communication and email templates to a professional and courteous standard.
- To have the ability to de-escalate anxious or irate callers/emailers with constructive kindness whilst maintaining a firm grasp of University/programme regulations.
- To maintain student records, electronic databases and input for websites, excel spreadsheets and electronic documentation.
- To be proactive in learning/meeting arrangements ensuring that people with disabilities are able to participate fully.
- To be able to handle all administrative and learning matters related to the use of the YTEP and Common Awards Virtual Learning Environment (Moodle), including setting up modules users including registration of users, suspensions and data for exam boards.
- Remote assistance for tutors and students in using Moodle effectively.
- Proactively maintain and keep confidential safeguarding records for all staff and tutors working with the Safeguarding Administrator to ensure all personnel up to date annually.
- To manage application processes for Lay Training Pathways including using Eventbrite for registration purposes on some courses, collating references and organising interviews.

PA to Director of Lay Training

- Maintain the Director of Lay Training's diary (organise team meetings and 1:1s, dedicate sessions for uninterrupted work, travel arrangements or zoom links).

- Minute taking and Action Sheet circulation (pro-formas in place) during meetings.
- Maintain the Lay Training website pages updating as required.
- Maintain the Lay Training 'The Font' page updating as required.
- Send out a monthly Lay Training newsletter (MailChimp).
- Adding courses and events to the Digital Learning Platform (DLP) as required.

Clergy Development

- Provide administrative support for the Director of Clergy Development and the team of Clergy Development Officers, as required (organising zoom links, photocopying, processing grant claims, booking venues etc).
- Collate, format and send out the monthly CMD update.
- Maintain the CMD website pages updating as required.
- Maintain the 'The Font' CMD page updating as required.
- Adding courses and events to the Digital Learning Platform (DLP) as required.

Reception

- Welcoming all visitors in a friendly, approachable, and professional manner and ensuring they sign in and out of the building.
- Offering hospitality to visitors.
- Dealing with enquiries over the telephone and at the reception.
- Sorting all incoming post and scanning and forwarding documents to the correct recipient, using the document management system where appropriate.
- Dealing with outgoing correspondence, franking when necessary.
- Ensure a thorough handover with others working on Reception.
- Keeping working space, the diocesan office and storage areas neat and tidy, complying with Health and Safety regulations.

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.

Personnel Specification

Ministry Development Administrator (School of Ministry)

(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 word processing skills • good IT skills and competent in the use of Microsoft Office, in particular Outlook, Word, Excel and Publisher. • ability to innovate, initiate and maintain good and effective administrative procedures. • experience of academic administration • ability to work both independently and collaboratively and participate as part of the wider office team. • ability to manage a varied work load efficiently and flexibly to prioritise tasks in order to meet deadlines. • ability to communicate effectively (written and oral) with people at all levels, both inside and outside the organisation. • ability to establish and maintain excellent working relationships with colleagues and other contacts. • good skills in presentation, layout and accuracy in text production. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
2	Qualifications, Training and Experience	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • 5 GCSE's (or equivalent) including English and Maths at grade C or above 	<p>E</p>
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 sympathetic to the needs of others whilst holding to regulations; • have an openness to learning and change; • have excellent interpersonal skills. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
4	Disposition and Attitude	<p>The administrator should have:</p> <ul style="list-style-type: none"> • empathy with the faith and mission of the Church of England 	<p>E</p>
5	Special Requirements	<p>The administrator should:</p> <ul style="list-style-type: none"> • be able to travel to each of the hubs (Bingley and Mirfield) including at weekends and in the evenings for specific one-off tasks (irregular). • Be willing to learn how to administrate Moodle, the DLP (Wordpress) Eventbrite and the Diocesan website following training. 	<p>E</p> <p>E</p>