

Role Profile

Job Title	Lead Team Administrator
Contract	Permanent Full Time
Salary	£23,000pa
Hours	35 hours per week
Primary Staff Team	Children, Schools and Young People
Reports to	Deputy Director of Education

Job Purpose

As the lead administrator for a key diocesan support team, you will provide vital senior administrative support that enables the planning and co-ordinating of all team activities to ensure that processes run smoothly and competently. This role offers the opportunity to gain experience in central support services in a charity by actively participating in the full range of team activities to enable us to serve our member schools, churches and children and young people effectively.

This position requires excellent customer service, management support and administration skills along with the ability to multi-task and liaise efficiently and effectively with the relevant stakeholders.

Reporting to a team manager/director, you will be responsible for providing administrative support for the team, alongside officer and stakeholder related meetings and workstreams. In particular, you will act as a first point of contact for the team and provide key support to ensure that the team and diocese meets its missional, operational and legal aims, objectives and obligations.

Educated to a good standard, you should have demonstratable relevant administrative or PA skills, along with experience of minute taking and basic database management.

It would be beneficial for you to have an understanding of how the Church of England is structured along with an interest and empathy in the work and mission of the Canterbury Diocese, its schools and churches.

Team Context

The primary focus of this role will be within the Children, Schools and Young People team, which encompasses both Children and Young People's Ministry and the statutory functions and responsibilities of the Canterbury Diocesan Board of Education. As part of this, the Board of Education serves 104 Church of England schools within the diocese, educating approximately 26,000 pupils and students. The Board's support for church schools takes many forms; this includes school improvement advice, consultancy and training, in addition to materials, policy and guidance on issues related to Christian character, equality and diversity.

The team also holds a responsibility in managing a key strand of the Diocesan Strategy 'Changed Lives - Changing Lives', focused on prioritising young people and championing the 'Growing Faith' adventure.

The team context is subject to review and the post-holder will be expected to be adaptable and may be deployed to provide support to other teams within the diocese as required.

Key Responsibilities

1. Provide administrative support for all areas of the team's work and ensure tasks, record keeping, and statutory responsibilities are completed in a competent and legally compliant manner.
2. Provide Executive Assistant support to the Director and/or senior officers as required, managing diaries, schedules and communications, maintaining records and monitoring appointments.
3. Provide support as a key first point of contact for the team's work via phone and department mailboxes. Ensure all queries are answered in good time, using internal experts and team colleagues for advice if necessary.
4. Provide administrative and communication support for assigned committees and linked companies (as appropriate) by compiling papers, liaising with venues, chairs, attendees, team members and key stakeholders, taking accurate and comprehensive minutes or notes and following up on agreed actions.
5. Support the finance functions and responsibilities of the team by liaising with external partners, managing purchase orders, invoices and expenses and monitoring spending, in order to inform financial reporting and make budget recommendations to the Director.
6. Support team members in all aspects of document handling from both internal and external sources. This includes preparation, collation, drafting and storing of documents including making use of agreed templates, applying changes, reading minutes and escalating issues, re-drafting and preparing documents, keeping records in line with GDPR principles.
7. Maintain database and filing systems, ensuring processes and software are up to date and requesting development work as needed
8. Lead on key workstreams as directed and assist with specific projects, research and communications as required by team officers.
9. Proactively monitor and update team webpages on a regular basis, working with key stakeholders to capture and promote information.
10. Any other reasonable duties as required to support the Diocese, its programme of works and its support teams.

This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes including the team context may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Contact with others

Internal Diocesan Secretary, Diocesan Board of Education and Committee Chairs, Children, Schools and Young People Team, Finance Team

External Church schools, Parishes, Project management consultants, Department for Education, Church of England Education Office, Kent County Council

Person Specification

Qualifications/Education	<ul style="list-style-type: none"> • Good level of education
Knowledge & Skills required	<p>Essential</p> <ul style="list-style-type: none"> • Relevant administrative experience • Proven proof reading and minute taking skills • Strong communication skills, both oral and written including excellent report writing skills. • Ability to act to minimise errors and inaccuracies, maintaining high standards of accuracy and correctness in dealing with information and data. Adopting an orderly and precise approach to work paying careful attention to following standard procedures and ways of working. • Excellent interpersonal skills, with the ability to show tact, discretion and diplomacy as necessary, • Ability to support the creation of written reports following agreed guidance and templates. • Self-motivation and the ability to work both independently and as part of a team, including experience of working collaboratively with representatives from other organisations. • Ability to work well under pressure and meet deadlines. <p>Desirable:</p> <ul style="list-style-type: none"> • The ability to present information in a fluent and persuasive manner to people at a range of levels
Experience required	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working with and influencing a wide range of people at all levels of an organisation and strong experience of working with a variety of teams across an organisation. • Well-developed experience and knowledge of Microsoft applications, including Word, Excel, Teams, Outlook and PowerPoint <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of providing Executive/Personal Assistant support to senior managers
Aptitudes & personal qualities required	<ul style="list-style-type: none"> • To be a person in sympathy with the mission and ethos of the Christian Church, the Church of England, the Diocese of Canterbury and the vision and values of our church schools.

Circumstances	<ul style="list-style-type: none"> • The successful candidate may need to work very occasionally on evenings and some weekends (including some Sundays) but would accrue time off in lieu. • The post holder will be required to travel across the Diocese for meetings, so the ability to travel to remote locations and work flexibly is a necessity.
----------------------	---

Equalities and Diversity

We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential whatever their circumstances.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy

<https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training.

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese. The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

Health and Safety

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.