

Role Title: Operations Support Team Administrator – Vocations, Discernment, Selection and IME2 (Mission and Ministry)

ROLE PURPOSE: To provide administrative support to the Diocesan Director of Ordinands (DDO), Curate Training Officer and the Mission & Ministry Department

Department: Mission and Ministry

What you need to know

Your experience and skills

- Excellent secretarial skills and a high standard of competence in Microsoft Office suite of programs
- Friendly, approachable and professional demeanour
- Previous experience at a similar level
- Exceptional attention to detail and accuracy with written material, e.g. spelling, punctuation, grammar and arithmetic
- Strong time management skills
- Good communication skills
- Event management experience is desirable
- A proactive approach to problem solving
- A high level of confidentiality
- The ability to prioritise workload

Accountabilities

The role – General tasks

- Working as a part of the Operations Support Team providing professional administration support to the Mission and Ministry Department.
- Specifically providing administrative support to the DDO and Curate Training Officer, under the line management of the Deputy Director of Mission and Ministry.
- Working with candidates exploring their vocation, you will process their paperwork and arrange meetings in a timely manner. Working within an established and documented procedure, you will ensure efficient running of the discernment process.
- Ensuring a smooth transition for those candidates starting their training for ordained ministry.
- Arranging and attending meetings; taking minutes as required.
- Administratively support the appointment of new curates in the Diocese.
- Providing administrative support to ensure the smooth running of the curate training programme.
- Dealing with incoming and outgoing correspondence.
- To occasionally arrange and attend evening and weekend functions where necessary.
- To provide administrative support for yearly ordinations, including the Ordination service and the pre-ordination retreat.
- To perform any other duties appropriate to the role as reasonably required

Measures of success

- Feedback from stakeholders
- Regular 1-2-1 discussions and the annual appraisal
- Contribution to the team
- Smooth running of the vocation and discernment process
- Deadlines are met

<p>How you Act</p> <ul style="list-style-type: none"> • Work effectively and reliably • Excellent interpersonal skills • Take personal responsibility for their performance • Be an effective member of the team • Look for new ways of working effectively • Adapt positively to changing demands • Be constructive and flexible. 	<p>Specific tasks</p> <ul style="list-style-type: none"> • To manage the diary of the DDO and Curate Training Officer. • Collate and submit papers for all candidates as required. • Arranging appointments for psychological wellbeing assessments and health assessments as appropriate. Including processing confidential paperwork prior to and post assessment interviews. • Ensuring the DDO and Bishop’s office have all required information for meetings with vocations candidates in a timely manner, as documented in the procedure. Liaising with candidates and the team of Assistant DDOs as required. • To organise the Ordination service including ticketing, photographer, car parking, disabled access. Liaising with the ordination candidates, the Diocesan Registrar, Bishop’s Office and Cathedral. • Organising the pre-ordination retreat, liaising with the retreat centre and retreat leader. • Support and assist Vocations Advisors (VA) and ADDOs. • Organise VA and ADDO meetings, preparing and circulating agendas and attendant papers and producing minutes. • Booking and organising external events as required. • To liaise with the Finance Department to ensure the efficient administration of Diocesan grants for ordinands. 	
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<p>Professional Development</p> <ul style="list-style-type: none"> • Undertake any necessary training to ensure continuing personal development • Participate in an annual review of performance • Maintaining professional and technical knowledge and keeping up to date with new and available technologies • Any other duties which might reasonably be requested in association with this role in order to meet the needs of the diocese. 		
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<p>Agreed by Job Holder:</p> <p>Agreed by Manager:</p>	<p>Date:</p> <p>Date:</p>	<p>Review date:</p>
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