

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

**ROLE PURPOSE:** To provide administrative support to the Ordained Ministry Pathway Team

**Department:** Mission and Ministry

What you need to know	Accountabilities	Measures of success
<p><b>Your experience and skills</b></p> <ul style="list-style-type: none"> <li>• Excellent secretarial skills and a high standard of competence in Microsoft Office suite of programs</li> <li>• Friendly, approachable and professional demeanour</li> <li>• Previous experience at a similar level</li> <li>• Exceptional attention to detail and accuracy with written material, e.g. spelling, punctuation, grammar and arithmetic</li> <li>• Strong time management skills</li> <li>• Good communication skills</li> <li>• Event management experience is desirable</li> <li>• A proactive approach to problem solving</li> <li>• A high level of confidentiality</li> <li>• The ability to prioritise workload</li> </ul>	<p><b>The role – General tasks</b></p> <ul style="list-style-type: none"> <li>• Specifically providing administrative support to the Ordained Ministry Pathway Team, under the line management of the Interim Director of Mission and Ministry.</li> <li>• 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.</li> <li>• Ensuring a smooth transition for candidates between different parts of the process.</li> <li>• Arranging and attending meetings; taking minutes as required.</li> <li>• Providing administrative support to ensure the smooth and efficient running of the team.</li> <li>• Dealing with incoming and outgoing correspondence.</li> <li>• To provide administrative support for yearly ordinations, including the Ordination service and the pre-ordination retreat.</li> <li>• To perform any other duties appropriate to the role as reasonably required</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from stakeholders</li> <li>• Regular 1-2-1 discussions and the annual appraisal</li> <li>• Contribution to the team</li> <li>• Smooth running of the vocation and discernment process</li> <li>• Deadlines are met</li> </ul>

<p><b>How you Act</b></p> <ul style="list-style-type: none"> <li>• Work effectively and reliably</li> <li>• Excellent interpersonal skills</li> <li>• Take personal responsibility for their performance</li> <li>• Be an effective member of the team</li> <li>• Look for new ways of working effectively</li> <li>• Adapt positively to changing demands</li> <li>• Be constructive and flexible.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Undertake any necessary training to ensure continuing personal development</li> <li>• Participate in an annual review of performance</li> <li>• Maintaining professional and technical knowledge and keeping up to date with new and available technologies</li> <li>• Any other duties which might reasonably be requested in association with this role in order to meet the needs of the diocese.</li> </ul>	<p><b>Specific tasks</b></p> <ul style="list-style-type: none"> <li>• To manage the diary of the DDO and Curate Training Officer.</li> <li>• Collate and submit papers for all candidates as required.</li> <li>• 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.</li> <li>• To support the organisation of the Ordination service including ticketing, photographer, car parking, disabled access. Liaising with the ordination candidates, the Diocesan Registrar, Bishop’s Office and Cathedral.</li> <li>• Support the organisation of the pre-ordination retreat, liaising with the retreat centre and retreat leader.</li> <li>• Organise meetings, preparing and circulating agendas and attendant papers and producing minutes.</li> <li>• Booking and organising external events as required.</li> <li>• To liaise with the Finance Department to ensure the efficient administration of Diocesan grants for ordinands.</li> </ul>	
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Agreed by Job Holder:	Date:	Review date:
Agreed by Manager:	Date:	