



Andover Parish

FOCAL MINISTER ADMIN SUPPORT

Role Description:

JOB PROFILE	
Job title	Focal Minister Admin Support
Team/Department	Admin Team
Accountable to	Rector
Reports to	Operations Manager
Principle Location	Andover Parish Offices, Chantry Centre
Travel required	Minimal
Work pattern / hours	Part-time (2 days per week with flexibility)
DBS check required (Yes/No)	No
Date written	August 2023
Duration	8 months (project based)
Leave	At post-holders discretion, to be agreed ad hoc
Expenses	Expenses to be paid in accordance with the Expenses Policy
Start date	Mid-September 2023 (with flexibility on both sides)

ROLE CONTEXT

St Mary's Andover is a Resource Church in Winchester Diocese and part of the HTB Network of churches. In May 2023, we joined with other parishes in Andover town to create The Parish of Andover. Led by the clergy and a new PCC, the parish now includes four worshipping communities and we serve a town-wide residential population of c. 50,000.

We are seeking to follow the way of Jesus and believe mission is 'the church in motion'. We are discerning fresh vision for this new season - what's already clear to us is that we want to see people come to faith in Jesus and the town thrive. This requires us to go to new places with the gospel to reach those no one else is reaching. As we look around, we are excited about this cultural moment and what it means for us to be 'salt and light' in our families, workplaces, homes - all the places God calls us to go.

Focal Minister Admin Support is a volunteer, project role. It is focused, time-bound and part-time. It is to support our Focal Ministers (those clergy with day-to-day responsibility for our worshipping communities) in their new ministries following the pastoral reorganisation. We are looking for someone who will help our three Focal Ministers establish strong administrative processes and systems in relation to their ministry areas and as an extension of their pastoral ministry. Good administration is good pastoral care. Much of this work is to help establish routine, sharpen good practice and build and streamlined efficient working practices. In some cases, it will involve coaching and holding to account around administrative processes in order to embed them and create sustainable ways of working to continue after the project end date.

This is a mission critical post. You will be adding tremendous value by enabling our clergy to receive some additional support and to create the right platform for solid ministry. We need someone who appreciates the pressures of ordained ministry and who values that ministry and wants to see it flourish. Much of the role will be behind the scenes, but it will enable and empower frontline ministry to flourish and support our clergy team very much. Our intention is that this will be a project delivered over 8 months with those involved and the hope at the end is that much of this enabling, establishing and embedding will be achieved to create sustainable patterns to continue.

WORKING ENVIRONMENT

We pray we are a kind, self-possessed community; ready to receive and value your ministry. Competency and skill are highly important but we are equally interested in discerning a calling that brings you life and joy. The staff team is c.20 people and we have fun, work closely and do discipleship and life together in many ways. We place high value on teamwork; we are hardworking, trusting and seek the best for each other. We see administration as a spiritual gift. You will be a highly valued team member.

You will be provided with a desktop / laptop and phone for the better performance of your duties. We lead relationally and value people. We want to provide a sustainable work pattern, good supervision and support you in achieving a healthy life-work balance and good overall wellbeing.

ROLE PURPOSE

The role of Focal Minister Admin Support is to further the establishment and development of The Parish of Andover by supporting the Rector and PCC to deliver the vision.

KEY RESPONSIBILITIES

- To provide dedicated admin support to our Focal Ministers (Revd Sam Waako, Revd David Roberts, Revd Lauren Cheshire)
- To assist them in diary management tasks and keeping their calendars up to date
- Helping them to manage the regular flow of communications in pastoral ministry
- Supporting them with expense claims and other admin related tasks
- Coaching them into stronger skill sets around administration and co-design with them effective systems which will create efficiencies
- Helping to protect time in their diaries for administration related tasks
- Help to solve 'teething issues' as they arise and provide ad hoc spare capacity on certain wider tasks as needed
- Work through an agreed list of tasks to achieve key strategic objectives in this project.
- Connect, work through and build relationships with lay leaders and teams 'on the ground' across the churches to develop new relationships and onward relational trust.
- Manage your time to maximise your effectiveness in post
- Work collaboratively within the wider staff team to add value where possible and support projects outside your direct area where capacity allows
- Show tenacity to 'complete and finish' tasks and avoid leaving loose ends.

General responsibilities:

- Review project and learning at the end
- Provide feedback and record and submit data in an accurate and timely way, as requested
- Undertake any necessary administrative duties in order to fulfil these responsibilities effectively.
- Undertake any special projects or other tasks as may be requested and serve the church wherever there is a need.

ROLE DIMENSIONS

Budget management (£)	N/A
People management	N/A
Key relationships – internal	Focal Ministers, Operations Manager, Admin Team, PCC, Churchwardens, Staff team, Rector
Key relationships – external	Parishioners, lay leaders of ministries in church, members of the public, funeral directors
Wider commitment	It is expected that staff members will be active members of Andover Parish and fully embrace our team values.



ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- The Focal Minister Admin Support needs to bring patience, tenacity, competence and relational maturity to the role.
- Someone who takes joy in building systems and processes which prove effective when rolled out
- Excellent communication skills
- Someone who can see and implement clear ways of doing things
- Someone who can implement, police and hold to account around new processes
- Someone who can lead upwards as the need arises
- Excellent admin and organisational skills
- Excellent phone handling / conversation skills
- Experienced in working with teams and developing others in confidence and service - the ability to draw the best out of others and build trust.
- Calm under pressure and respond in a measured way in stressful situations.
- Prayerful, pastorally caring and compassionate within professional boundaries
- A proficient user of Churchsuite (or willing to learn) and Microsoft Office
- High attention to detail.
- Excellent communication skills both written and oral.
- Self-motivated and flexible.
- Strong time management skills.
- Committed to following all staff/church policies.
- Proactive team player with a good sense of humour!

NEXT STEPS

If you have questions or want to informally discuss the role please reach out to our Operations Manager, Marina Colville: marina.colville@andoverparish.org

Thanks so much for reading this profile!

We are praying for you and hope you might reach out for a chat if you are interested!