

# PARISH SUPPORT TEAM ADMINISTRATOR

Parish Support (February 2025)

## Role Description

### Responsible to:

Assistant Diocesan Secretary (Parish Support) (&  
Pastoral Secretary)

*With strong functional links to the Assistant Diocesan  
Secretary (Operations & Governance)*

### Main Purpose:

As a member of the Parish Support Team, to provide comprehensive and proactive administrative support to colleagues across the Team with a particular focus on team events, supporting parishes, maintaining the diocesan database and central services.

### Hours:

35 hours per week

### Salary:

£30,366 per annum

## Responsibilities and Purpose:

### Team Support

1. As one of the Team Administrators, to proactively provide general administrative support to members of the Parish Support Team.
2. To take responsibility for booking venues or preparing rooms for any training events or meetings run by the Team, ensuring necessary facilities and catering are in place. To undertake a risk assessment for the activity. To ensure events are logged on the diocesan database and published on the website. To attend some events and meetings as required.
3. To take responsibility for booking venues or preparing rooms for governance meetings, ensuring necessary facilities and catering are in place.
4. To advertise training events and meetings, where appropriate, including a schedule of reminders. To ensure any bookings are recorded correctly, including dietary or accessibility requirements.
5. To deal with general enquiries, providing a sign posting service to clergy, parish volunteers and others seeking guidance from the Diocesan Team. In particular to respond to parish governance queries and deal with APCM processes; ER collation and annual Parochial Fee changes.

6. To maintain and update relevant pages of the diocesan website.

### Diocesan Database Systems (DioSys)

7. To assist in the management and updating of the central diocesan database, working with colleagues across the Diocesan Team to ensure information is accurate and maintained in line with the provisions of the GDPR. To run the annual update of information via the PIF process; clergy widows and PTOs. To arrange the distribution of login details to new staff and parish officers and provide support for minor queries.
8. To work with colleagues to develop the functionality and scope of the database, identifying potential areas for improvement.
9. To assist in producing reports from the database and collating data for use by members of the Diocesan Team and Bishop's Staff Team.

### Pastoral Planning

10. To support the Pastoral Secretary in carrying out all the functions associated with the operations of the Mission & Pastoral Committees in line with legislation, diocesan strategic plans and current best practice. To assist in the preparation of agendas, paperwork and for meetings of the Mission & Pastoral Committees.
11. To run formal consultation processes relating to pastoral schemes and suspensions of presentation in line with practice guidance. To accurately collate responses and feedback from interested parties relating to proposals, providing clear briefings and reports for the Pastoral Secretary.
12. To maintain and update detailed schedules of suspensions, ensuring critical dates and deadlines are met and continually reviewed.
13. To assist with legalities resulting from changes to housing stock as a result of pastoral schemes; and to assist the Diocesan Property Manager in such administration.

### Central Services

14. Working alongside the Assistant Diocesan Secretary (Operations & Governance), Office Services Manager, Diocesan Property Manager and Parish Support Team Assistant to ensure the smooth day to day running of the Diocesan Office. This may include:
  - a. Checks of the building and ordering of supplies.
  - b. Routine tasks associated with fire safety, health and safety and other aspects of compliance.
  - c. Escalating maintenance issues as they arise to the Office Services Manager.
  - d. Opening, sorting and scanning post received.
15. To be one of a number of staff members available to attend the Diocesan Office to facilitate contractor visits as required.

16. To act as one of the first points of contact for incoming contact to the Diocesan Office.  
Ensuring a good level of understanding of the wider Diocesan Team to signpost or answer queries as required.

## General

17. To play a full part as a member of the Parish Support Team including covering for others, as appropriate and when required.
18. To work closely with the Assistant Diocesan Secretaries, Office Services Manager and Parish Support Team Assistant providing mutual cover and support as required.
19. To undertake other tasks as may reasonably be required by the Diocesan Secretary.

## Personal Specification:

### Qualification & Education

1. A good level of education in English and Maths is essential. Educated to degree level or equivalent professional qualification is desirable.
2. It will be a requirement of the appointment that Safeguarding Training (level to be determined) is completed along with:
  - a. Equality and Diversity
  - b. GDPR
  - c. Fire Safety Awareness
  - d. DSE for Home workers/office workers
  - e. First Aid refreshers
  - f. Office Health and Safety

### Background and Experience

3. Experience of working in an office environment.
4. Knowledge and experience of working in a large and complex organisation is desirable.
5. Experience of events management desirable.

### Skills and Personal Competencies

6. Excellent IT skills and ability, with detailed experience of utilising all standard Microsoft Office packages and a variety of databases.
7. Confident operating within complex administrative and governance structures with a understanding of the importance of adhering to processes and policies. Proven experience and ability in supporting committees.
8. Superb customer service skills, able to offer confident support and advice to a range of people and contexts.

9. Comfortable working across diverse areas of responsibilities, able to priorities and balance competing requirements and requests.
10. Good organisational and time management skills, reliability and attention to detail.
11. Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity and awareness of when to inform others.

## Other

12. Confidential and able to handle sensitive information.
13. An understanding of and a commitment in principal to the Church's ministry and mission is essential.
14. Current driving licence and access to a vehicle.

## Notes

The following general principles should be noted:

- a. This role will be based at The Diocesan Office, Old Alresford Place. It is anticipated that some home working may be available/necessary.
- b. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
- c. The role is offered on a permanent basis subject to a probationary period of 6 months.
- d. This is a full-time post (35 hours per week) Monday to Friday.
- e. The role requires the role holder to work some evenings and weekends. This is usually to support the work that the Parish Support Team carries out in the parishes. This work is scheduled and should the role holder be required to work an evening or a weekend, plenty of notice will be given. Evening and weekend work will be considered part of the [full time] hours allocated to this role.
- f. The role holder will occasionally be required to travel about the diocese, often to remote locations, having access to one's own transport will be essential.
- g. The role is offered on the basis of the role holder having a right to work in the UK.
- h. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

**This job description and person specification is not an exhaustive list of tasks and responsibilities**

.....  
JT/SMB Agreed 14 Feb 2025