



Mission and Ministry Administrator (Growing Younger & More Diverse)

**Appointment Pack
January 2024**



Thank you for your interest in the role of Mission and Ministry Administrator for our Growing Younger and More Diverse Project.

We are looking for someone with a strong administrative and IT background and good interpersonal and communication skills to join a growing team.

Do you believe that its people are the future of the church? Would you like to be part of a team supporting those people? If so, this is the role for you and we would be delighted to receive your application.

If you would like an informal conversation to help you in considering your application please contact the Assistant Director of Mission and Ministry (GYMD), the Revd Dan Drew, via [Email](#) or phone 07311310580 - to arrange this.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'D. White'.

David White
Diocesan Secretary

THE DIOCESE OF ST ALBANS



The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which

about one third are rural, 210 benefices, 380 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 185 clergy with Permission to Officiate and 300 Lay Readers. There are 137 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.



The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 137 church schools and academies. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

THE TEAM

The Mission and Ministry Department covers a significant and broad spectrum of work encouraging, enabling and resourcing discipleship and vocations, a vibrant mixed ecology of church, clergy wellbeing and development, lay training and local contextual mission action plans. In all of this we are working to enable people in every place in the diocese to glimpse the good news of Jesus and be released and empowered in their discipleship and calling.

The team are led by Tim Lomax as Director of Mission and Ministry.

The department is organised into four key teams:

1. Mission Team – Interim lead Tim Lomax as Director of Mission and Ministry
2. Ministry Team – Lead by the Deputy Director of Mission and Ministry (currently vacant)
3. Vocations Team – Lead by Tim Bull as Director of Vocations and Ordinands
4. Growing Younger and More Diverse Team – Lead by Daniel Drew as Assistant Director of Mission and Ministry (GYMD)

All our teams work collaboratively and are governed by the Board for Mission and Ministry.

This role is to provide administrative support to the Growing Younger and More Diverse Team. It encompasses the work of The Alban Way, a pilot project, funded by the central church, designed to develop young leaders of a variety of ages, as well as support for general administrative and diary support for team members. It sits within the Growing Younger and More Diverse Team, which has significant and crucial overlap and interaction with the other three teams within the department, as well as staff within the wider diocese.

Job Description

Job Title:	Mission and Ministry Administrator (Growing Younger and More Diverse)
Department:	Mission and Ministry
Line Manager:	Assistant Director of Mission and Ministry (Growing Younger & More Diverse)
Reviewed By:	Deputy Director of Mission and Ministry
Date:	January 2024

Job Profile

Purpose of the Role

The purpose of this role is to ensure that the work of the Mission and Ministry Younger and more diverse team is administered efficiently, and to work proactively to enhance the effectiveness of the team. In this work the role holder is contributing to the Diocesan Vision of Living God's love.

Decision Making and Authority

The role is predominantly responsive to administrative requests from the team leader. Decisions are made in conjunction with the line manager or officer responsible. The role includes suggestions for efficiency and process improvements. There is also the need to make quick decisions about awarding small grants, liaising with churches and giving feedback.

Guidance and Direction

The role receives regular guidance for work requested from the team leader, but scope is given for the role holder to offer suggestions and administrative improvements. The work is responsive to external requests. It requires triaging requests and passing them on to the appropriate team member.

Key Relationships and Context

Key relationship is with the Assistant Director of Mission and Ministry (GYMD), as line manager. The role also serves the rest of the Younger and More Diverse team and works in collaboration with the wider administrative team within the department and the Archdeacon's and Bishop's Offices. Externally, the role holder liaises with the clergy, readers and youth and children's workers across the diocese.

Pressure and Working Environment

The role is desk based and is responsive to both the Younger and More Diverse team and external stakeholders who are requesting information. Meeting regular deadlines for courses, events and conferences is a key part of the role.

Duties and Key Responsibilities

- General administrative and diary support for the Assistant Director of Mission and Ministry (GYMD) and others in the team.
- Facilitating admin for Launchpad and coordinating communication with Launchpad Participants (Launchpad is a 10 week course for vicars to launch youth work from scratch in their churches), enabling recruitment and feedback.
- Brokering coaching between coaches and thinkers.
- Facilitating admin associated with learning community/ networking events.
- Administration support for The Alban Way including support for the young adult's cohort, support for the children's cohort and associated administration.
- Booking and planning of events.
- Encouraging attendance at training events.
- Coordinating meetings and networks of Youth and Children's leaders.
- Support in decision making and admin for awarding small grants to parishes.
- Maintain budget spreadsheets and process payments, particularly around small grants.
- Keep the Younger and More Diverse pages updated on the website.
- Any other tasks reasonably required.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Experience and Skills

We are looking for a candidate with:

- Reasonable level of education (A Level or above)
- A proactive attitude, the confidence and reliability to work unsupervised, and the insight to anticipate the needs of the team
- Good interpersonal skills and an aptitude for dealing courteously with people and their queries
- An understanding and experience of event management
- An eye for detail and an ability to maintain accurate records
- An attractive and clear writing style
- Good IT skills, including a thorough working knowledge of Microsoft Office
- Experience of record keeping and analysis using a database
- A willingness to work flexibly including occasional evenings and weekends, and, if necessary, to travel to events across Hertfordshire and Bedfordshire
- Sympathy with the aims and ethos of the Diocese of St Albans and the Church of England

- It will be desirable to have:
 - experience in an administrative role, good office skills and an understanding of simple bookkeeping
 - a working knowledge of Eventbrite and SurveyMonkey
 - experience of creating and maintaining web pages

Terms and Conditions of Employment

- Salary:** In the range £26,500 – £30,000 per annum, pro rata.
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a part time (0.6) position of 21 hours per week. Normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given.
- Holidays:** Annual leave entitlement will be pro-rata to the full time entitlement of 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be one month.
- Place of Work:** The post is based primarily at the Diocesan Office, with some home working. Attendance at the Diocesan Office is expected for a minimum of two days per week.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
-

To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form to the Diocesan Secretary (details below):

Closing date: **Wednesday 24 January, 12 noon**
Interviews: **Early February 2024, in St Albans**

Submit via email: diosecpa@stalbens.anglican.org

or by post to:

David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.