

Deanery Administrator

JUBILEE HOUSE
Diocese of Southwell & Nottingham



VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

ROLE PROFILE

The Deanery Administrator will be an integral part of the Deanery, supporting the delivery of the Diocesan vision with efficient administration and by providing high-level administrative and executive support for the Area Dean, the members of the Deanery Leadership Teams/Standing Committees (DLT/SC) and the wider Deanery.



TERMS OF EMPLOYMENT

Title	Deanery Administrator
Reports to	Area Dean (day to day line management) There is a shared management responsibility for the Deanery Administrator between the Area Dean and the Office and Administration Manager at Jubilee House.
Location	Home Based
Working hours	20 hrs/week, flexible working essential according to the needs and responsibilities of the role.
Salary	£22,425 per annum, pro rata
Annual leave	25 days per annum, pro rata
Probation	6 months

KEY RELATIONSHIPS

The Area Dean, the Lay Chair, the Deanery Treasurer, DLT/SC, Deanery Chapter, clergy and lay leaders of the Deanery, Deanery Synod members, Deanery PCC Secretaries, staff at Jubilee House, and all who are in contact with the Deanery office.

PRINCIPAL TASKS

- Develop, maintain and run the Deanery office, ensuring the highest quality of reception by email, telephone and for personal callers
- Act as the communications hub between the Area Dean (AD), Lay Chair (LC), the DLT/SC and wider Deanery
- Oversee and coordinate all administrative functions of the Deanery office, including provision of administrative support to the AD, the wider DLT/SC, Chapter and any Deanery project groups
- Attend the DLT/SC meetings, as and when required
- Organise/co-ordinate Deanery-wide events, meetings and activities
- Develop, maintain and continuously update the deanery's online presence (including the Diocesan website, Facebook and Twitter)
- Communicate regularly and effectively via email, social media, self-designed publicity, promoting deanery events, as directed by the Area Dean
- Provide support, advice and assistance as necessary to parishes in vacancy
- Co-ordinate funeral and service cover for the parishes within the Deanery
- Act as secretary to the Deanery Chapter, Deanery Synod and DLT/SC, including assistance in the preparation of agenda and minutes and the circulation thereof to members when the role is vacant or responsibilities have been delegated
- Maintain Deanery information on the Diocesan Contact Management System (CMS)
- Maintain clear systems of record keeping, managing electronic files, fast retrieval of information, back-ups and GDPR compliance
- Keep up to date with all training required to fulfil the duties of the role and attend the regular Administrators' meeting with colleagues from Jubilee House
- Undertake any other duties as requested by the Area Dean, or to a member of the DLT that the AD has delegated authority to for a specific task

NB: In certain Deaneries, the co-ordination of funeral/service cover may be undertaken by the Area Dean

PERSON SPECIFICATION

Essential

- Excellent administrative skills and proven organisational ability
- Self-starter and self-motivated with a proactive approach
- Able to take initiative and decisions, as delegated by the Area Dean
- Effective written and oral communication skills
- Committed team player
- Ability to interact sensitively with a diverse range of individuals and deal with conflict
- Ability to maintain confidentiality
- Good working knowledge of Microsoft Office including Outlook, Word, Excel, PowerPoint, and Access
- Minute taking experience
- Willingness to receive training as appropriate
- Patience and understanding

Desirable

- Working knowledge of the Church of England, both its public worship and organisational structure, and in sympathy with its mission and aims
- Knowledge of the deanery and its parishes
- Good working knowledge of Adobe Dreamweaver (or equivalent web-design package) and familiarity with Canva
- Confidence in using social media





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