

Job Description

Job Title:	Administrator (maternity cover)
Hours of Duty:	14-21 hours per week (subject to negotiation)
Holiday:	25 days holiday per annum (pro rata) plus Bank Holidays and discretionary Christmas Holiday
Department:	Executive Secretariat
Office Location	At present your main place of work will be Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES

To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.

Key Working Relationships:

- Diocesan Secretary (Chief Executive)
- HR Manager
- Members of the Senior Leadership Team
- All Diocesan staff
- PAs to the Bishops of Norwich, Lynn and Thetford
- Clergy and laity of the Diocese

JOB SUMMARY / BACKGROUND

The Norwich Diocesan Board of Finance employs a staff team who are engaged to support the mission of the Church of England in Norfolk and Waveney. In this, they support clergy and others involved in parishes, chaplaincy and other ministry settings. The Executive Secretariat covers a broad range of work in support of the effective functioning of the charity, including that related to its employees and clergy.

MAIN PURPOSE OF THE JOB

To provide administrative support in relation to the general functioning of the organisation and its employees and clergy, in line with the values of the organisation.

MAIN DUTIES OF THE JOB

General administration

- Undertake general administration duties in support of the effective functioning of the Executive Secretariat
- In partnership with other colleagues, support the effective functioning of the office to include covering reception duties and supporting meetings

Recruitment administration

- Administrate the employee recruitment process
 - Plan timescales, application pack and advertising
 - Arrange shortlisting and interview processes
 - Pre-employment checks (e.g. references, DBS check)
 - Pre-employment paperwork (e.g. offer letter, terms and conditions)
 - Induction schedule

People related administration

- Administrate the process for staff leavers and exit interviews
- Administrate the process for changes to individual circumstances and requests (e.g. maternity, paternity, working hours)
- Utilise software in place to administrate annual leave, TOIL and sickness recording, providing relevant information to support payroll
- Be a Level 2 user for the UK Visa and Immigration system, to keep regular access to system messages and updates and to refer to the Level 1 User anything requiring action
- Administrate probationary review processes and the annual appraisal schedule and maintain relevant staff records
- Administrate Training and Development processes to ensure statutory training and other development needs are appropriately managed and recorded
- Maintain employee documentation including staff files
- Administrate the annual staff survey
- To support the annual review of HR files by the external auditor

Other

- Attend training as required
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade

THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.

UPDATED – MAY 2022

Person Specification

Qualifications and Experience

	Desirable	Essential
Proven experience in similar roles		X
Experience of handling confidential information appropriately	X	

Knowledge and Skill

	Desirable	Essential
Strong IT skills, competent use of Microsoft Word, Excel, Outlook and PowerPoint programmes		X
Excellent interpersonal skills and the ability to deal with people at all levels		X
Good communication skills, both written and verbal, with experience of communicating effectively with a range of people		X
Attention to detail, accuracy and thoroughness in all aspects of the work		X
Excellent relationship management skills and the ability to respond positively to challenges		X

Personal Attributes

	Desirable	Essential
Effective administrator and communicator		X
Able to work under pressure to meet targets and deadlines		X
Calm and professional disposition		X
Self-motivated and enthusiastic		X
Able to respond effectively to changing priorities		X
Able to work effectively without supervision		X
Willing to accept responsibility		X
Logical and systematic in work processes		X
Discreet and reliable		X
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich		X

This role is subject to a basic Disclosure and Barring Service (DBS) check.