



Children, Youth & Families

Job Description

Job Title:	Children, Youth & Families Administrator
Benefits:	Contributory pension scheme
Hours of Duty:	21 hrs per week (25 days holiday per annum plus Bank Holidays and discretionary Christmas holiday pro rata)
Office Location:	<p>At present your main place of work will be Diocesan House.</p> <p>To ensure the best service to the needs of the Diocese your base maybe moved within the Diocese.</p>
Responsible to:	Children, Youth & Families Development Officer
Key Working Relationships:	
Internal:	Diocese CY&F Development Officer, Diocese CY&F Projects Adviser Youth & Children's Task Force, Diocesan Board of Finance (DBF) colleagues Diocesan colleagues including, Clergy and lay workers/volunteers working within our parishes, Bishop's Advisor for Safeguarding, Communications Team,
External:	Schools with church links, Norwich Cathedral, Walsingham Shrine, and Ecumenical colleagues

JOB SUMMARY / BACKGROUND:

To enable children and young people to have a life-enhancing encounter with the Christian faith by providing quality resources, training, information and events to support them and those who live and work with them – particularly by supporting parish ministry with children, young people and families.

MAIN PURPOSE OF THE JOB:

To provide effective administrative support to the Children, Youth and Families Team, co-ordinating the Diocesan Resource Centres and assisting in the planning and delivery of a full annual programme of creative training and networking events. Utilising effective administrative systems including contact databases, data collection, event bookings and regular communications via web, email and social media. To be the 'face' of CY&F for clergy, parishioners and teachers who use the Resource Centres and when visiting churches and running events. You will work alongside team members and on your own at events across the Diocese.

MAIN DUTIES/KEY RESULTS AREAS:

1. To provide administrative support to the Development Officer and general administrative tasks for the Children, Youth and Families team such as responding to enquiries and co-ordinating effective systems for administration monitoring and gaining feedback.
2. To provide administration and organisational support for team meetings and the termly Children & Youth Task Force meetings.
3. To undertake tasks to ensure the operation of the resource centres at Diocesan House and St John's Loddon, including maintaining records, purchasing resources, creating displays, chasing up overdue items and providing excellent customer service to visitors
4. To develop use of the resource centre particularly in relation to supporting church schools and the use of Prayer Spaces – assisting with setting up and running of these in schools.
5. To lead Christian prayer at team events, write theological reflections and participate in the worshipping life of the churches we serve.
6. To help plan, organise and support creative training and networking events to support parish ministry with children, young people and families. These will be held at different location around the Diocese and will involve evening and weekend work.
7. To contribute to the children, youth & families team communications and key publications by writing or editing articles, sourcing content and meeting deadlines.
8. To edit online information on the Diocesan Website and provide creative communications via social media and email.
9. To work in partnership with other DBF teams to provide a seamless service to churches, chaplaincies and schools who engage with DBF services
10. To help plan, organise and deliver a wide range of creative activities at events for children, young people and families. This will include large events such as Norfolk

Show, education days at Norwich Cathedral and regional conferences and training days.

11. To processes bookings, purchasing, invoices and other financial transactions following the procedures outline in the Diocese Finance Handbook.
12. To represent the Diocese at training days and events as agreed with your line manager. To actively promote Diocesan initiatives to support the ministry of children, young people and families.

To provide administrative support as follows:

- Updating the website
- Maintaining, mending, refreshing resource packs/kits.
- Labelling and cataloguing resources
- Preparing training materials
- Processing registrations and managing finances
- Managing diaries and annual work programmes
- Hosting meetings, purchasing and providing refreshments
- Filing
- Other administrative duties, for the CYF and wider team, as and when necessary.

Person Specification:

Knowledge & Skill

	Desirable	Essential
Excellent IT skills, using Microsoft Word, Outlook, Powerpoint and Excel		✓
Good communication skills, both written and verbal Good telephone manner		✓
Good interpersonal skills and the ability to deal with people at all levels		✓
Excellent attention to detail, accuracy and thoroughness in all aspects of the work		✓
Experience of using databases	✓	
Good record keeping skills and the ability to work methodically		✓
Public speaking, giving presentations	✓	
Design and marketing skills (including website)	✓	

Experience of children, youth and family work in the local church	✓	
In sympathy with/supportive of Diocesan aims and objectives		✓
Worshipping member of a Christian community		✓

Qualifications & Experience

	Desirable	Essential
Experience of setting up and implementing effective administrative systems to support new projects and services.		✓
Working with children, young people or families, including in a church setting.	✓	
Project management	✓	

Personal Attributes

- Effective administrator and communicator.
- Able to work under pressure to meet targets and deadlines.
- Calm and professional disposition.
- Self motivated and enthusiastic.
- Able to respond effectively to changing priorities.
- Able to work effectively without supervision.
- Willing to accept responsibility.
- Logical and systematic in work processes.
- Attention to detail
- Driving license & access to car to travel to work
- Supportive of the aims and purpose of the Church of England and the Diocese of Norwich.

There is an Occupational Requirement under the Equality Act 2010, section 1 schedule 9, that the successful applicant will be a practicing Christian.

Appointment will be subject to an enhanced check via the Disclosure and Barring Service and all applicants will be expected to work within schools and Diocesan policies and procedures.

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. (Detail correct at May 2022)