

Job Description

Project Administrator

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

The team works in support of the Diocesan Vision - Transformed by Christ: Prayerful, Pastoral, Prophetic. A programme framework has been developed to oversee progress towards this vision in a range of areas including mission & ministry, church buildings and net zero carbon work. Strategies and work plans are under development in each of these areas that will result, subject to funding applications to the national church, in a £multi-million programme to grow the impact of the Church of England across Norfolk and Waveney. Reporting to the Director of Mission and Ministry, the Programme Manager will oversee this programme delivery, with particular attention to the mission strategy.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

This role will support the Director of Mission and Ministry in the delivery of the mission strategy for the diocese. The post-holder will provide a high standard of effective administrative support leading to effective use of time, resources and a collaborative culture that will be key to the successful delivery of the diocesan vision and priorities.

Key working relationships

Line manager	Director of Mission and Ministry
Positions managed	None
Internal	Programme Manager Members of the Mission and Ministry team Parish Support Team Colleagues
External	Clergy and laity of the Diocese

Main duties and responsibilities

- **Support Our Leaders:** Provide comprehensive administrative assistance to the Director of Mission and Ministry, Programme Manager, and the wider Mission and Ministry Team.
- **Organize & Coordinate:** Schedule and set up meetings, manage IT requirements, host sessions, and ensure smooth attendance coordination.
- **Prepare & Document:** Prepare agendas, compile meeting packs, take accurate minutes, and manage action logs to ensure effective progress.
- **Manage Project Documentation:** Collaborate with the Mission Support Officer to maintain and organize programme and project documentation.
- **Monitor & Escalate:** Keep track of risks and issues, ensuring timely escalation to the appropriate team member.
- **Engage & Communicate:** Act as a key liaison, proactively supporting clergy and lay people by communicating effectively to build relationship.
- **Support & Contribute:** Provide essential administrative support for various mission initiatives and projects, enhancing the charity's core objectives.
- **Make an Impact:** Play an active role in contributing to the vibrant life and mission of the diocese, becoming part of the team and discovering opportunities to learn and develop your practise.

- Provide support to enable the effective administration and excellent customer service to all who contact the Parish Support team through assisting with tasks such as answering the phone, meeting visitors and being part of the back-up rota.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Educated to degree level or higher education in a relevant area, or a relevant qualification in administration	X	
Experienced administrative, organisational and committee skills	X	
Previous work experience in the administration of projects in a relevant setting		X
Proven successful experience in similar roles		X
Knowledge and Skills		
Experiential knowledge of Data Protection	X	
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	
Excellent communication skills, both written and verbal, with experience of communicating effectively with a range of stakeholders	X	
Ability to produce high quality minutes and other documents efficiently and effectively	X	
Ability to provide creative solutions to problems and overcome barriers	X	
Attention to detail, accuracy and thoroughness in all aspects of the work	X	
Knowledge of the Church of England, its structures and processes	X	
Personable Attributes		
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 manage a high-volume workload	X	
Able to work effectively without supervision	X	
Willing to accept responsibility	X	
Logical and systematic in work processes	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich	X	
Availability		
The role may involve attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or evenings. Notice will be given of these and time off in lieu is available	X	
Current driving licence and have a car available for travel throughout Norfolk	X	

Summary of Terms and Conditions

Role	Project Administrator
Salary	Band C – £10,838 per annum (pro-rata of £23,708)
Hours	Part time - 16 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	Pro rata of 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. Pro rata of 3 additional days after completion of 5 years' service.
Term	This is a fixed term role for one year to cover maternity leave (January - December 2024). Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 1 month afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered dependent on weekly working pattern.
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and a basic DBS check before taking up the post.

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.