



Esgobaeth Abertawe ac Aberhonddu The Diocese of Swansea and Brecon

Cyd-gyfarfod, cyd-dyfu, cyd-genhadu / *Gathering, growing, going*

Swansea & Brecon Diocesan Board of Finance Ministry Area Administrator Job Pack 2024

Job Description: Key Facts

Job title:	Ministry Area Administrator
Grade:	C
Post status	Permanent
Hours of work	Part-time, 21 hrs/week, supporting one Ministry Area <i>or</i> Full-time, 35 hrs/week, supporting two Ministry Areas, or a Ministry Area with a Mission Hub
Responsible to:	Ministry Area Administration and Resources Supervisor
Location:	Within the Ministry Area appointed
Purpose:	To support the Ministry Area with its administrative duties, ensuring compliance with statutory and Church in Wales requirements.
Main working contacts:	Ministry Area Leader, <i>Mission Hub Leader where appointed</i> , Ministry Area Chair, Ministry Area Admin Team, Diocesan Staff, Ministry Area Secretary, Ministry Area Treasurer, further members of the Ministry Area Council, congregations and members of the public
Applications:	We are recruiting for multiple vacancies as listed in the advert. Please specify the specific Ministry Area position you are applying for and indicate whether you are interested in full-time or part-time hours within your application form.

SWANSEA AND BRECON DIOCESAN BOARD OF FINANCE LTD

Main tasks and responsibilities:

General Administration:

- Act as the central point of contact for the Ministry Area.
- Act as first point of contact, handling all forms of enquiry (e.g. post, phone, email), actioning responses as appropriate.
- Process incoming and outgoing email and paper correspondence.
- MA diary management, and meeting arrangements.
- Administrative support for all clergy for matters relating to baptisms, funerals, weddings (e.g. enquiries, communications, bookings, registers, certificates, materials & payments).
- Supporting the meetings of the Ministry Area Council (MAC) and the Ministry Area Executive (MAE) (e.g. arranging meetings, preparing and distributing agenda and papers, minuting taking, and tracking actions).
- Develop, maintain and manage paper and digital filing and record keeping in line with current Data Protection legislation (e.g. electoral roll, registers, records of fees).
- Ordering of supplies for church ministry and office use (e.g. communion supplies and stationery).
- Maintaining a presentable, welcoming, and safe working environment.

Governance, Process and Reporting:

- Participate in meetings of the Ministry Area Administrators, sharing good practice, processes and resources as directed by the Ministry Area Admin & Resources Supervisor.
- Management of statutory documentation including registers, certificates, and applications.
- Regular submissions on behalf of the Ministry Area, e.g. Annual Report and Trustee contact data to Charities Commission, Annual Returns to the Church in Wales and Diocese.
- Supporting the Ministry Area to comply with the activities of the Annual Vestry Meeting, including meeting arrangements and paperwork for the appointment of Officers and Council members (e.g. Trustee and Churchwarden declarations).
- Assist the MA Safeguarding Officer with administrative duties, (e.g. maintaining the safeguarding database (*My Church People*), extrapolating database information for review, booking safeguarding training, co-ordinating DBS applications and acting as an identification verifier.
- Supporting the Ministry Area to participate in annual Diocesan elections.
- Assist with the administration and data input to the membership and attendance database.
- Data collection/input for copyright licences.

Finance (as agreed with the Ministry Area Treasurer):

- Management of petty cash system.
- Administrative support (e.g. data entry to *Myfund* accounting, production of the annual report, MA insurance contract, copyright licence).

Building Management:

- Assist in the maintenance of equipment for the office and its church building (e.g. photocopier, piano/organ Tuner & Inspections, Lift Inspection, Alarm Services, Fire Services, boiler inspections and Quinquennial Inspections).
- Management of regular and ad-hoc lettings of the building, including letting contracts and fees.
- Oversee the cleaning contract, advising appropriate persons of any issues.
- Support and encourage volunteers working in the church premises and gardens.
- Administer key control and asset register procedures.
- Maintain an awareness of the health & safety and insurance requirements of the building.
- Support the building health and safety officer in the upkeep of the building (e.g. scheduling of works).

Communication:

- Update and development of the Ministry Area website and social media accounts.
- Co-ordinate and maintain regular lines of communication with Church Committees across the Ministry Area.
- Produce and distribute digital and paper publications on behalf of the Ministry Area.
- Ensuring up-to-date contact details are maintained and updated to the Diocesan Office.
- Enabling the two-way communication between the Ministry Area and staff of the Diocesan Office, including promotion/notification of new initiatives, resources available and constructive feedback.
- Ensuring that internal and external noticeboards are kept tidy and up to date.

Any other duties as may reasonably be required of the role at the discretion of the Line Manager.

These tasks are subject to variation between Ministry Areas, dependant on the individual MA needs and current level of volunteer support.

Person specification:

COMPETENCY	ESSENTIAL	DESIRABLE
Educational Qualifications	Minimum of 5 GCSEs (or equivalent) including both Mathematics and English	A recognised administrative qualification
Professional/Technical Qualifications	Qualified by Experience	Formal qualifications in typing or word processing
Experience and Job Knowledge	<p>Experience of working in an administrative role.</p> <p>Knowledge and experience of administrative procedures.</p> <p>Experience in handling telephone, postal and email communications.</p> <p>Excellent computer skills with experience of MS Office software (e.g. Excel, Word and Outlook) and social media.</p> <p>Knowledge of data protection legislation.</p> <p>Experience of drafting letters and minute taking.</p> <p>Experience in following and formulating office procedures.</p>	<p>At least 2 years' experience in an administrative role.</p> <p>Experience of working with a database, both inputting and extrapolating information.</p> <p>Experience of working with office equipment (e.g. photocopier, scanner).</p> <p>Familiarity with operating a bookings system and the preparation of facilities for meetings and conferences.</p> <p>Experience of stock ordering.</p> <p>Experience of working for a charity organisation.</p> <p>Experience of working with volunteers.</p>

<p>Skills and Competencies</p>	<p>A confident communicator both orally and in writing with an exceptional telephone manner.</p> <p>Excellent organisational skills, able to work on own initiative and prioritise own workload.</p> <p>Ability to maintain complete confidentiality and an awareness of the importance of this aspect of work.</p>	<p>Ability to exercise good judgement and make appropriate decisions.</p> <p>Ability to communicate in Welsh.</p>
<p>Personal Qualities</p>	<p>A strong work ethic with high personal standards.</p> <p>Willing and able to demonstrate a commitment to the role and to any ongoing training needs.</p> <p>A strong team player.</p> <p>An empathy with and understanding of the Christian ethos of the organisation.</p>	
<p>Special Circumstances (if any)</p>	<p>The ability to travel independently across the Ministry Area and the wider Diocese (on occasion).</p>	<p>The ability and willingness to work outside of normal working hours, as occasional extended or weekend working may be required.</p>

Details of Employment:

The Churches in the Swansea and Brecon Diocese have recently restructured into 14 working groups or “Ministry Areas”. The clerics and volunteers within the Ministry Area share gifts and skills across its churches to manage its assets and co-ordinate its activities. Each Ministry Area will be a charity in its own right, with a Board of Trustees.

Supporting these new Trustee bodies are a brand-new network of Administrators, employed centrally as part of a wider team of the Diocesan finance and administration staff, but located locally within its communities. Previous experience and involvement within the community of the Ministry Area applied for will be beneficial, and applicants should provide details within their application form.

Our Diocese spans approx. 130 miles from the tip of the Gower peninsula, through the urban areas of Swansea, across Brecon and the Beacons and into rural areas of Powys, through to Rhayader and Knighton in the North of the Diocese. Each of these new administrator roles are located independently, within its local Ministry Area. The roles may include periods of lone working but electronic connection to the wider staff for support and collegiality will always be available.

1. Interview

Interviews are scheduled to take place on **8th May 2024** at the new Diocesan Centre, Unit 11 Penyfan Business Park, Ffrwdgrech Industrial Estate, Brecon LD3 8LA.

This will be a group interview alongside other candidates.

2. Appointment

The post is offered on a **permanent contract** and will be offered subject to satisfactory references and a favourable assessment from the medical consultant appointed by The Swansea & Brecon Diocesan Board of Finance.

The successful candidate will be required to produce documentation to comply with the law on preventing illegal working.

The contract of employment will be issued by The Swansea and Brecon Diocesan Board of Finance and is subject to confirmation after six months service.

3. Remuneration

The salary offered is £ 22,074 p.a. (pro rata), which is a Grade C on our salary scale.

4. Expenses

In accordance with the expenses policy reasonable, approved expenses will be reimbursed.

5. Hours of work

This post is offered as:

- a part-time contract of 21 hours per week, supporting one Ministry Area,
- a full-time contract of 35 hours per week, as a combined role, supporting two Ministry Areas.
- a full-time contract of 35 hours per week, supporting one Ministry Area and its Mission Hub (*this applies to West Radnor Ministry Area only*)

6. Holiday Entitlement

In addition to bank holidays there is an entitlement to 20 working days paid holiday in each calendar year of employment. These will increase by one additional day up to a maximum of 25 days for each complete year of service. An additional 3 days leave must be reserved each year for the Christmas period as directed.

This entitlement is pro-rated for part-time employees and the allowance for this post will be based on a 21-hour week.

7. Location of work

A church office location will be provided within the Ministry Area, with potential flexibility for some remote working dependant on church facilities and candidate preferences. Arrangements to be made at the time of appointment.

8. Pension

Swansea and Brecon Diocesan Board of Finance has a company personal pension scheme which is designed to automatically enrol.

Contribution rates for the company personal pension scheme are:

- Employers' contribution: 15% of total earnings
- Employees compulsory minimum contribution: 5% net of total earnings

9. Notice Requirement

1 month.