

## Job Description

### Project Administrator

Status: Permanent  
Location: Old Cathedral School, Truro TR1 2FQ (with option for hybrid working)  
Reports to: Programme Manager (PM)  
Salary: £23,500 - 24,500 dependent on experience  
Hours: 35 per week  
DBS check required? No

#### Main purpose of the role:

To provide project administrative support for the Change and Renewal (C&R) Programme with a focus upon the organising, delivery and administration of the Programme and [Diocesan Strategic plan](#).

There is a secondary element to the role which is to support the Head of Operations and Governance with similar responsibilities to the above.

#### Key relationships

The key relationships for the post holder are with the Programme Manager (PM), Director of Change and Renewal and C&R team, the Head of Operations & Governance and Operations team.

#### Key Duties and Responsibilities:

##### 1. Project Support

- Co-ordinate the receiving and communication of programme information
- Manage small project streams within the larger programme
- Oversee the storage of programme management information (online)
- Administer the effective storage of programme data and reporting
- Provide logistical support to local implementation of the programme where needed
- To compile reports on progress of work as required.

##### 2. Provision of administrative support to C&R team, to include:

- Arranging meetings (and minute taking on occasions) as directed by the PM
- Administer the effective storage of programme data and reporting, including financial records
- To provide general administrative support to the C&R programme as required.

##### 3. Engagement with church communities and other stakeholders:

- To attend and help deliver meetings, events and activities as appropriate
- To assist in the planning and implementation of consultation activities and events
- To liaise with key stakeholders on the implementation of projects

#### **4. Provision of administrative support to the Head of Operations & Governance (on Fridays only):**

- Arranging and clerking of meetings, training and events
- Assist the Operations team with reception and hospitality tasks
- Assist with records management, including the application of data protection policy
- Assist with contract tracking and compliance
- General administrative tasks as and when required

#### **5. Health & Safety**

- To ensure that Health and Safety Risk Assessments are carried out for all relevant activities and that appropriate mitigation of identified risks are implemented.
- To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

#### **6. Safeguarding**

- To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

*The Person specification is on the next page.*

## Person Specification

Attributes	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a project</li> <li>• Extensive administration experience</li> <li>• Experience of engaging and maintaining relationships with external stakeholders</li> <li>• Experience of organising events and meetings requiring liaison with a variety of partners</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of project management tasks</li> <li>• Experience of working with CofE clergy and/or in a faith-based organisation</li> </ul>
<b>Qualifications and Training</b>		<ul style="list-style-type: none"> <li>• Qualifications or training in relevant matters such as administration, IT and Project Management</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent skills and understanding of commonly used Microsoft tools.</li> <li>• Well-presented, accurate work</li> <li>• Ability and confidence to build strong &amp; effective working relationships with people at all levels in a direct, tactful &amp; sensitive way.</li> <li>• Ability to administrate databases using commonly used software such as Excel.</li> <li>• Effective time management &amp; prioritisation skills.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent oral and written communication skills.</li> <li>• Excellent attention to detail while retaining a good overview of the various aspects of any work undertaken.</li> <li>• Team working skills.</li> <li>• Pro-active.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Management</li> <li>• A working knowledge of the structure of the Church of England</li> <li>• Some working knowledge organisational risk</li> <li>• Knowledge of Wordpress or similar website packages</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Understanding of, and commitment to, equality and diversity policy and practice</li> <li>• A commitment to safeguarding</li> <li>• Sympathetic to the work of the church as well as being willing to learn about the culture of church life.</li> </ul>	

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### Safer recruitment

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles.

