

Job description – Project Administrator

- Title:** Project Administrator (Church of England, Ormskirk Area)
- Salary scale:** £20,820 FTE (£9,518 based on 16 hours per week)
2 years fixed term contract
- Hours:** 16 hours per week

Flexible hours, with some fixed meeting points evening/weekend work -Specific times negotiable, family friendly hours possible.
- Accountable to:** Fit for Mission Change Facilitator Ormskirk
- Location:** Ormskirk Deanery, opportunity for hybrid work. Some meetings across the area (own means of travel needed).

Context:

We are excited to be part of a new project in the Ormskirk area which seeks to bring together several Church of England parishes on many aspects of church life, change the way we organise ourselves at parish level, facilitate greater collaboration between congregations and streamline governance structures. The aim is to be more effective in providing more opportunities for people in the deanery to experience church and faith and for the church to serve the needs of the local community. This change project is called Fit for Mission.

Job Summary: In this exciting 2-year role, you will provide efficient administration support to the Ormskirk Fit for Mission Team Lead and Navigation Team who co-ordinate this local project. Excelling at creating new systems and championing clear communication, you will be responsible for the collection, development and handling of data, as well as overseeing the co-ordination of events and meetings. Familiar with traditional and modern communication strategies, you are a confident, flexible and professional administrator with an eye for detail.

Key responsibilities include:

Providing effective administrative support to the Change Facilitator, Team Lead and the Navigation team, you will be integral to the successful programme delivery. Some tasks included in your role are:

- Developing and implementing effective systems to communicate to church leaders, PCCs, change teams and church members in relation to Fit for Mission; this includes a new website and social media pages, events and meetings
- Scheduling meetings & producing agendas and minutes with a quick turn-around; collating the required documentation
- Helping to establish the future Support Services function
- Liaising with a range of team leads to feedback and keep the project on track
- Preparing documents and reports, proof reading and editing documents written by others
- Collecting and inputting measurement data and maintaining spreadsheets.
- Liaising with Finance, HR and other departments

- Providing data input support for local parish finance teams (training will be provided) Initiating and maintaining a digital filing system (SharePoint)
- Managing data in compliance with GDPR
- Other administrative tasks that are required to supporting the navigation team lead, portfolio leads, and change facilitator to achieve a successful and timely transition

There will be a requirement to occasionally attend meetings in other locations of the Diocese.

What we can offer you:

- A varied role with support to learn and to put your broad range of communication skills in to practice
- You will be a part of a fun and friendly team with a shared sense of purpose
- 25 days annual leave pro-rata, plus up to 3 days over the Christmas period
- Non-contributory pension scheme with generous employer contributions (additional voluntary contributions may be made)
- Employee Assistance Programme giving you 24-hour access to support for your health and wellbeing
- A supportive culture that values work-life balance including flexible working around core hours in a 35-hour week
- Employee discount in Cathedral shop and bistro
- Free on-site parking at St James House, secure bike storage and easy access to public transport

Equality, Diversity and Inclusion

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

About the Diocese of Liverpool

The Diocese of Liverpool is the Church of England in a corner of the North West with churches from Southport to Widnes; Wigan to Warrington and throughout the city of Liverpool all working their hardest to fulfil our vision of asking God for a bigger church making a bigger difference with more people knowing Jesus and more justice in the world.

As we work towards that vision we have four priorities:

1. Introducing people to Jesus
2. Deepening discipleship
3. Developing Christian leaders
4. Working for justice

About Fit for Mission

The Diocese of Liverpool is on a transformation journey called Fit for Mission, a six-year strategic programme to support our vision of asking God for a bigger church to make a bigger difference. The goal of Fit for Mission is to enable all parishes, church plants, fresh expressions, schools and chaplaincies to fulfil God's mission and to make new disciples where they are.

The Fit for Mission programme will provide focus and support to work together to face the significant issues that hold back mission and growth.

Fit for Mission will support each deanery in the Diocese of Liverpool to create their own future. There are six elements to this, and for each of them the programme will make available help and specialist resource.

1. A focus on developing our discipleship culture through training and support, including delivering 'Cultivate', a successful Local Missional Leadership programme. Resulting in hundreds of newly planted worship communities and justice initiatives.
2. Creating core support-services in deaneries to support and resource your mission
3. Creating missional leadership teams of lay and ordained people over larger areas with responsibility for specific mission and worship communities.
4. Developing agreed mutual support and accountability structures for all leaders.
5. Work towards each deanery having one or two Larger Parishes. Fewer parishes, but more worshipping communities and more justice initiatives. Less bureaucracy, more mission. With a local strategic approach, more diversity of worship will be possible.
6. Making sure buildings are fit for purpose, with buildings expertise available to assist in making good decisions on use, investment, or closure.

Earth Justice is an identified priority, being high on the priorities of young people, as well as a mandate set out by national synod. The Diocese of Liverpool has a strategy that sets out how we propose to meet our carbon net zero targets by 2030. This reinforces our objective to be a sustainable flourishing church equipped for the future.

For more information on Fit for Mission go to www.liverpool.anglican.org/fitformission

Person Specification

Essential Requirements	Desirable Requirements
Experience	
Administrative experience in an office or church setting (paid or voluntary)	A member of the Church of England with a knowledge of the structures and organisation within it
Working alongside and communicating with a variety of stakeholders	Experience in the voluntary sector
	Understanding of a variety of worshipping traditions
Knowledge & Skills	
Good time management skills to order and prioritise workload effectively, communicating to key stakeholders including teams, employees, volunteers and members of the churches	Working knowledge of website content
Excellent personal organisation and administration skills	Knowledge of financial processes and procedures
Excellent verbal and written communication skills	
High level of IT proficiency using Microsoft Office, Excel, PowerPoint, Word, MS forms, SharePoint	
Highly effective communication strategies including social media and written updates	
Events co-ordination and bookings	

Minute taking and writing up of meeting notes	
Personal Qualities	
Likes to connect with people over the phone and in person, not just email.	
Person of integrity who can keep absolute confidentiality	
Ability to take responsibility to ensure tasks are completed	
Good with detail, able to suggest suitable processes and a completer/finisher	
Ability to build good relationships with a variety of people and maintain them	
To have an understanding of, and be in sympathy with the Church of England	
Qualifications	
Min 5 GCSE or equivalent at Grade C or above which demonstrate ability in English and Maths	A-level/BTEC or equivalent qualifications
	NVQ Business Administration level 2 or equivalent

The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool.
Candidates must demonstrate that they have the right to work in the UK.