



THE CHURCH  
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

## ROLE PROFILE FOR Programme Administrator

### About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centered on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for Excellence
- Show Compassion
- Respect others
- Collaborate
- Act with Integrity

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

### About the department

The Leadership Development Team (LDT) sits within the wider Ministry Development department. It (the LDT) provides leadership development for senior clergy within the Church and works closely with Dioceses to identify and support those with the potential for senior office/wider responsibility. It co-ordinates the support to the Diocesan Bishops' Ministerial Development Review (MDR) process.

The post-holder supports the team who lead this Learning and Development (L&D) and leadership agenda. Effective project administration support is crucial to this operation.

## What you'll be doing

To provide project, logistical and administrative support to the L&D programmes for the senior clerical leaders within the Church of England. To ensure that the clergy receive a high quality and efficient service and experience.

### MAIN DUTIES AND RESPONSIBILITIES

Budget:

- Set up vendors through the procurement process
- Liaise with freelancers and suppliers to ensure contracts are in place and invoices are processed and tracked in a timely manner

Learning System:

- Create users for system access on an individual basis and load monthly users to the Learning System

Run data cleanse for the Learning System:

- Add material on an ad-hoc basis to specific elements of the Learning System

General Administrative and Project Support:

- Provide diary management support to the Head of Leadership Development to arrange meetings (booking internal and external meetings with Zoom/Microsoft Teams/rooms)
- Assist with the preparation of governance papers, including following up on outstanding documents, and formatting and circulating compiled documents and information to board members
- Take minutes at meetings when required
- Monitor the shared mailboxes
- Comply with all office procedures and guidelines, including those concerning the use of IT, confidentiality, and the protection/security of data
- Contribute to the achievement of any collective (team/office/organisational) objectives and undertake such other duties and tasks as may reasonably be required

Workstream support:

- Administration related to Ministerial Development Review (MDR)/Coaching/Inductions

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minorities Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### Essential

Skills/Aptitudes:

- Skilled in and enjoys planning and organizing, with excellent attention to detail
- Effective at meeting deadlines and managing time efficiently
- Positive, proactive, 'can do' attitude to all tasks approached
- Exceptional written and verbal communication skills, with the capacity to engage effectively with a range of audiences
- Proficient in MS Office applications, with a particular focus on Outlook, PowerPoint, Excel and Word
- Ability to work comfortably with competing priorities and reprioritise work when required
- Ability to apply problem solving skills to resolve issues if they arise or escalate as appropriate
- Team player, able to work well both within a team and individually
- Comfortable communicating with senior colleagues and stakeholders
- Flexible and adaptable to support various department activities
- Comfortable handling, analysing and reporting on confidential and often complex data

This role is pivotal in the smooth running of the department and personal attributes will be key to this role:

- Experience of monitoring and tracking budgets using relevant software
- Experience of dealing with customers/stakeholders
- Working with highly confidential documents (using and storing)
- Strong administration skills
- Experienced in effective diary management and scheduling
- Proficiency in using MS Teams or Zoom and the functionality of the software

### Desirable

Skills/Aptitudes:

- An interest in the subject of Learning and Development
- Interested in personal learning and development
- An empathy with the mission of the Church of England and Christian values

## Vacancy Summary

<b>JOB TITLE:</b>	Programme Administrator
<b>NCI ENTITY:</b>	Archbishops Council
<b>DEPARTMENT:</b>	Ministry Development Team
<b>GRADE:</b>	Band 6      Standard Point
<b>SALARY:</b>	£33,382 GBP
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	1-2 days per month in office – more if specifically required
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	TBC
<b>COST CODE:</b>	22373
<b>PARENT POSITION:</b>	Head of Leadership Development

