

The Diocese of Blackburn

Growing Leaders Team Administrator

Recruitment Pack

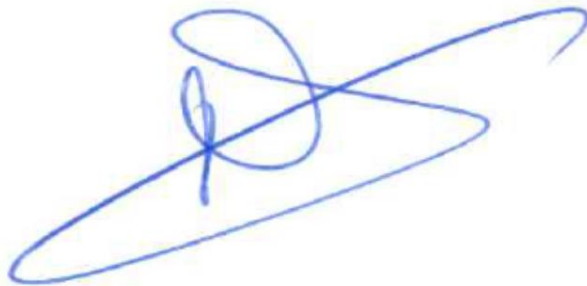
Welcome!

Thank you for taking an interest in this key role as the Team Administrator to the Growing Leaders Team.

Our new administrator will join a dynamic team who are responsible for the 'Growing Leaders' part of Vision 2026, which is the vision and strategy of the Diocese of Blackburn. You can find out more about who we are and what we do here [Diocese of Blackburn](#).

Our small but energetic [team](#) support the discernment and development of lay leaders and clergy in local churches across Lancashire. As you will see from the attached job description, our administrator is a highly valued member of the team and is a core part of who we are and all that we do.

We are praying for a new colleague to join our friendly team as we face the future with hope-filled faith in all that Jesus is doing in our midst. If you think that might be you and you would welcome an informal conversation with someone then please contact me by e-mail at the address below.



Revd Nick McKee
Director of Vocations
Growing Leaders Team Leader
nick.mckee@blackburn.anglican.org

Growing Leaders Team Administrator

Job Description

Main Purpose and scope of the post:

To facilitate the smooth running of the Growing Leaders Team through administrative support to the officers and volunteers in their work.

Position in Organisation

- Reporting to: Director of Vocations
- Responsible for: Nil employees
- Hours of Work: 0.91 FTE – 32 hours per week (flexible working will be needed to support some training events at evenings and weekends)
- Normal Place of Work: Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE

Duties and Key responsibilities will include:

- Providing PA support to the Director of Vocations (1 FTE) [approximately 50% of the role]
 - Diary management
 - E-mail triage and prioritisation
 - Travel arrangements
 - Other general administrative support as required
- Administrative support for the
 - Warden of Lay Ministry (0.4 FTE)
 - Lay Training Officer (0.6 FTE)
 - Two Start of Ministry Officers (2x 0.5 FTE)
- Being the first point of contact for Growing Leaders enquiries and routing them to the appropriate team member where necessary
- Coordination of all candidates in the licensed vocations processes from first enquiry to licensing for licensing as LLMs or end of the second year of first incumbency for clergy
- Administration of the annual title post (curacy allocation) and ordination processes
- Coordination of the Authorised Lay Ministry programme including candidates and tutors

- Organising residentials and training events, currently:
 - Three start of ministry residentials per year
 - One IME2 pilgrimage every three years
 - Six start of ministry study/community days
 - Three ALM core modules per year
 - Ten ALM electives
 - Four Lay Ministry continuing ministerial development training mornings
- Keeping the applicable sections of the Diocesan website up to date
- Administration of the annual ALM Commissioning service for typically 50-100 ALMs
 - Including all pre-commissioning preliminaries
- Administration of the Licensed Lay Minister (LLM) three-yearly relicensing service for approximately 120 LLMs
 - Including all pre-licensing preliminaries

Growing Leaders Team Administrator

Person Specification

Criteria			Criteria Assessed by:		
			Application	Interview	References
Knowledge and Skills:					
1.	Good level of general education – GCSE at English and Maths or equivalent	Essential	✓	✓	
2.	Educated to degree or diploma level or working towards this	Desirable	✓	✓	
3.	Proven experience in an office/administration/customer service environment	Essential	✓	✓	
4.	Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, PowerPoint, Teams, Outlook	Essential	✓	✓	
5.	Knowledge of SharePoint	Desirable	✓	✓	
6.	High standard of written English	Essential	✓	✓	
7.	Ability to manage time effectively, use initiative in prioritising work and achieve deadlines	Essential	✓	✓	
8.	Good organisational skills	Essential	✓		
9.	Willingness to accept responsibility and to take initiatives	Essential	✓	✓	
10.	Adaptability, flexibility and ability to work as part of team	Essential	✓	✓	
11.	Ability to deal with queries on own initiative	Essential	✓	✓	
12.	Ability to carry out work of a confidential nature	Essential	✓	✓	
13.	Good communication and interpersonal skills	Essential	✓	✓	
14.	Professional manner and appearance	Essential	✓	✓	
15.	Ability to meet deadlines in spite of obstacles	Essential	✓	✓	
Attitudes and Values:					
16.	Respect and actively support the Christian ethos and work of the Board of Finance	Essential		✓	
17.	Practicing Christian	Desirable	✓		
18.	An understanding of the Church of England	Desirable		✓	

19.	A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Essential		✓	
20.	A positive attitude towards training and development	Desirable	✓	✓	

Growing Leaders Team Administrator

Outline of Terms and Conditions

Employer: You will be employed by the Blackburn Diocesan Board of Finance.

Salary: £24,300 pro rata

Hours: 32 hours per week (0.91 FTE)

Location: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

Pension: Member of the Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

Annual leave: Entitlement of 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. Pro rata for part-time employees. The holiday year runs from 1 January to 31 December.

References: Appointment will be subject to the receipt of satisfactory references.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period four weeks' notice is required on either party. Thereafter you will be required to give three months' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Right to work: The post-holder must have the right to reside and work in the UK.

Next Steps

For an informal conversation regarding this post please contact Nick
nick.mckee@blackburn.anglican.org

How to apply

Send a completed application form with a covering letter outlining your suitability for this role to nick.mckee@blackburn.anglican.org

[An application form is available at](#)

[General vacancies | The Diocese of Blackburn \(anglican.org\)](#)

Closing date: noon on Friday 1st July 2022
Interview date: tbc
Start Date: By mutual agreement