



Blackburn Diocesan Board of Finance Ltd

Job Description

Job Title: Administrator for the Area Dean of Lancaster and Morecambe.

Salary: £9,172.80 per annum

Hours: 14 per week

Location: Christ Church Lancaster

Responsible to: Area Dean of Lancaster and Morecambe, Blackburn DBF.

1. Background

This is a varied role to support the Area Dean of Lancaster and Morecambe, by providing administrative and secretarial support in the parish to maximise the Area Dean's capacity in both parish and deanery roles. This is a new role to support the recently appointed Area Dean. She holds this role in addition to being the Vicar of Christ Church, Lancaster.

If you thrive on communicating, organising, and attention to detail, this could be the perfect role for you. The Administrator will be a public face of Christ Church as we work alongside schools, community groups and individuals who wish to grow in faith, and/or use the space. This will involve working within a team alongside the Vicar and other ministers, the Churchwardens and PCC, and other paid and voluntary roles of responsibility at Christ Church.

With a wide and varied workload, the Area Dean is looking for an administrator with significant experience, ideally in another parish administrator role. Christ Church's congregations are growing, and we wish to ensure that our communication of invitations to events, news and prayer is as effective as possible. The role will also include supporting the Area Dean by communicating with Wardens and clergy across Lancaster and Morecambe. The role will help to ensure the smooth running of worship and events, as well as facilitating community use of the buildings.

The working pattern is to be negotiated with the Area Dean. It is hoped the new Administrator can work the fourteen hours of this role over three days, between Monday to Friday, but we are open to other options too.

2. Responsibilities

Communication

- Email triage – answering, forwarding and signposting where possible, and flagging up emails requiring a reply from the Area Dean.
- Draft emails, letters and other correspondence on behalf of the Area Dean.

- Working with the Vicar, Churchwardens and PCC to review how best to communicate information and events with the congregations.
- Oversight and maintenance of the circulation lists using iKnow Church software, and developing communication networks within the church and Deanery.
- Preparing and printing the Sunday notice sheets (and the email circulation of these)
- Preparing and printing leaflets, letters, orders of service, and other materials, including for festivals and seasons.
- Assisting the Vicar and other ministers with correspondence, record keeping and preparations for Occasional Offices (Weddings, Funerals and Christenings).
- Updating the church's Facebook page and A Church Near You webpage with information and events, looking to develop online presence of the church in other ways.
- Working with the Vicar and Director of Music to facilitate services and special events.

General administration.

- Ensuring that the church's written and electronic records are maintained according to good GDPR and safeguarding practice.
- Working with the Churchwardens to arrange the annual servicing and access for key equipment, and other routine maintenance as required.
- Working with the Vicar, Churchwardens and Sacristan to order the supplies for the church office, sacristy and hall (in line with the budget as set annually by the PCC).
- Working alongside the Hall Bookings Secretary in taking bookings and sending out invoices for pew rent, and other hall and church bookings.
- Working with the PCC and others to consider and implement ways to make savings for the church (renewal of contracts), to generate income for the church (increased rental revenue) and to support the increased use of the Hall and Church buildings.
- Working with the Vicar, Churchwardens and Treasurer to raise invoices for visiting musicians and any other work within the church.
- Working with the Churchwardens to assist with processing fees, donations etc.
- Coordinating the Area Dean's diary commitments and correspondence

Ministry support

- Preparation of documents, with a high standard of accuracy and presentation, using Pages, Keynote, and Microsoft 365 apps, Google apps, Canva and PDF editors.
- Assist in growing a group of volunteers to support many of the functions within this role description, and ensuring a smooth handover of roles where appropriate.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar and PCC

Deanery support

- Work with the Deanery Lay Chair and Deanery Secretary to book Deanery Synod and Standing Committee meetings, and communicate details of meetings to Synod members.
- Work with the Chapter Clerk to book Deanery Chapter meetings, and book visiting speakers and venues.

- Set up meetings, when required, between the Area Dean, parishes, clergy and laity within the deanery.
- Work with the Chapter Clerk and Area Dean to support Churchwardens and laity in vacant parishes within the deanery to find cover for services.
- Work with the Clergy Appointments Officer to set dates for pre-Section 11, Section 12 & interview panels for vacant parishes.

Key relationships

Lancaster and Morecambe Deanery

- Parish Clergy
- Clergy with Permission to Officiate (PTO)
- Assistant Area Dean and Chapter Clerk
- Deanery Lay Chair
- Churchwardens of vacant parishes

Christ Church Lancaster

- Curate
- Children's Ministry Leader
- Churchwardens
- Director of Music
- Leadership and ministry teams
- Parishioners

Central diocesan staff

- Archdeacon's Personal Assistant
- Clergy Appointments Officer

What we are looking for:

Person Specification

Criteria			Criteria Assessed by:	
Experience, knowledge, training and qualifications	Essential	Desirable	Interview	Application
Qualification in administration at level 3 or above		✓		✓
GCSE grade C or 4, or above, in English and Maths (or equivalent).	✓			✓

Minimum of two years' successful experience in an administrative role.		✓		✓
Highly competent in the use of Pages, Microsoft 365, Google apps, Canva and PDF editors.	✓			✓
Knowledge of Church of England structures and processes.		✓		✓
Experience of working in a pastoral context requiring a high degree of confidentiality.		✓	✓	
Experience of working with a wide range of people from different backgrounds.	✓			✓
Personal attributes				
A good communicator in written, online, and oral capacities,	✓		✓	✓
Able to adapt communication effectively for a wide variety of audiences	✓		✓	✓
Able to be a public face of Christ Church and it's Christian ethos.	✓		✓	
Highly organised and able to work independently and collaboratively in handling a diverse workload.	✓		✓	✓
A thorough attention to detail.	✓		✓	
Able to work to tight deadlines, and support others to meet deadlines.	✓		✓	
Ability to solve problems and a willingness to adapt to changing needs and priorities.	✓		✓	✓
A kind and compassionate presence who is able to work with discretion and confidentiality, and manage appropriate boundaries	✓		✓	
A team player, able to work with and encourage a diverse group of colleagues and stakeholders.	✓		✓	✓
Comfortable with working within a Christian environment and be sympathetic to these values and way of life. For example, Christ Church is an Inclusive Church and hold an A Rocha Silver award for our Eco-work work – we ask that the post holder respects these.	✓		✓	✓

A commitment to safeguarding children and vulnerable adults, and ensuring the application of Church of England safeguarding policy is integral to all projects.	✓		✓	✓
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4. Outline of Terms and Conditions

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

Salary: £9,172.80 per annum

Term of Appointment: Fixed term – 2 years. With opportunity to renew contract subject to funding.

Hours: 14 hours per week. The post holder may be required to work additional hours as to meet the reasonable requirements of the role. They will be entitled to time off in lieu for attending meetings outside normal office hours which may include evening and weekends.

Location: The post holder will be based at Christ Church, Wyresdale Road, Lancaster, LA1 3EA Following the completion of a successful probationary period, home working (for a proportion of hours) may be agreed with the line manager suiting the needs of the organisation.

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

Benefits: [Found here](#)

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. Additional discretionary days (non contractual) may be given between Christmas and New Year.

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 12 weeks 'notice should you wish to resign.

Housing: This role does not qualify for housing or allowances such as council tax, water or heating lighting and cleaning. No removal allowances are paid for the successful candidate.



Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: is available

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

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

For an initial conversation about the role please contact Rev'd Carol Backhouse, Area Dean of Lancaster and Morecambe revcarolbackhouse@gmail.com