

The Diocese of Blackburn

Lay Ministry Administrator

Recruitment Pack

Welcome!

Thank you for taking an interest in this key role as Lay Ministry Administrator.

The new administrator will join a dynamic team who are responsible for the discernment, development and training of lay leaders and clergy in local churches across Lancashire. You can find out more about who we are and what we do here [Diocese of Blackburn](#).

As you will see from the attached job description, the Lay Ministry 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 Anne Beverley
Director of Ministry
anne.beverley@blackburn.anglican.org

Lay Ministry Administrator

Job Description

Job Title:	Lay Ministry Administrator
Salary:	£11,561.65 per annum
Hours:	17 per week. The nature of the role requires these hours to be worked over 3-days. Monday availability would be essential, with flexibility for the remaining days. The post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings and training events outside normal office hours which will include evening and weekends.
Location:	Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE
Responsible to:	Director of Ministry

Main Purpose and scope of the post:

To support the Growing Leader's team by facilitating the smooth running of all aspects of lay ministry administration.

Position in Organisation

- Reporting to: Director of Ministry
- Responsible for: Nil employees
- Hours of Work: 17 hours per week, (hours can be worked flexibly Monday to Friday but must be over a minimum of three days and include Monday). Some weekend and evening work will be required.
- Normal Place of Work: Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE

Duties and Key responsibilities

- Administer the registration of students onto the Authorised Lay Minister (ALM) programme, including ensuring correct paperwork and references are obtained, DBS checks and safeguarding training certificates logged, and course materials sent.
- Communicate with students and tutors regarding the date, location and times of training events.
- Create and distribute information for access to on-line training.
- Liaise with training venues to make bookings, arrange access, ensure equipment is available and forward invoices to the finance team for payment.
- Organise catering for training events when required, including obtaining dietary requirements.
- Make appropriate accommodations for students with special needs including access requirements, learning or transport needs.
- Oversee the ALM mentor scheme.
- Be the first point of contact for lay minister enquiries.
- Work with the M:Power team to ensure a smooth transition of M:Power graduates into authorised lay ministry.
- Administer the paperwork and background checks for new and renewing ALMs at the annual authorisation service.
- Oversee the organisation of the annual ALM authorisation service and be a key person at the event to ensure it runs smoothly.
- Work with the Anna Chaplain Co-ordinator to administer the Anna Chaplaincy licenses and training.
- Administer the licensing paperwork and background checks for new and transferring Licensed Lay Ministers, (LLM).
- Administer the background checks and paperwork for the triannual re-licensing of LLMs.
- Liaise with the Lay Training Officer to administer the annual programme of continuing education events for lay ministers, including advertisement, registering students, organising venues and tutors, booking catering, obtaining invoices and being a key person at the event to ensure it runs smoothly.
- Develop promotional materials for lay ministry, including high quality communications for the diocesan website, social media, parishes and individuals
- Develop fit for purpose lay ministry recruitment processes and paperwork
- Other tasks in keeping with the ethos of the role as assigned and agreed

Lay Ministry 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	P	P	
2.	Educated to degree or diploma level or working towards this.	Desirable	P	P	
3.	Proven experience in an office/administration/ customer service environment	Essential	P	P	
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, Forms, Teams, Outlook	Essential	P	P	
5.	Knowledge of SharePoint	Desirable	P	P	
6.	High standard of written English	Essential	P	P	
7.	Ability to manage time effectively, use initiative in prioritising work and achieve deadlines.	Essential	P	P	
8.	Good organisational skills	Essential	P		
9.	Willingness to accept responsibility and to take initiatives.	Essential	P	P	
10.	Adaptability, flexibility and ability to work as part of team.	Essential	P	P	
11.	Ability to deal with queries on own initiative.	Essential	P	P	

12.	Ability to carry out work of a confidential nature.	Essential	P	P	
13.	Good communication and interpersonal skills	Essential	P	P	
14.	Professional manner and appearance	Essential	P	P	
15.	Ability to meet deadlines in spite of obstacles.	Essential	P	P	
Attitudes and Values:					
16.	Respect and actively support the Christian ethos and work of the Board of Finance	Essential		P	
17.	Sensitivity to the emotional needs of others	Essential	P		P
18.	Practicing Christian	Desirable	P		
19.	An understanding of the Church of England	Desirable		P	
20.	A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Essential		P	
21.	A positive attitude towards training and development	Desirable	P	P	

Lay Ministry Administrator

Outline of Terms and Conditions

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

Salary: £11,561.65 per annum

Hours: 17 hours per week, worked over 3-days (Mondays essential)

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.

Diversity - The Board of Finance believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.

The Board of Finance 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.