

THE DIOCESE OF ST ASAPH :: ESGOBAETH LLANELWY

ADMINISTRATIVE ASSISTANT

(temporary position – maternity leave cover)



ESGOBAETH LLANELWY
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POTENTIAL

UNLOCKING OUR
POTENTIAL
DIOCESE OF ST ASAPH

APPLICATION PACK

January 2019

The Diocese of St Asaph welcomes your interest in working with us. If you are a self-motivated, experienced administrative assistant, with excellent organisational and IT skills and a warm and welcoming manner then we want to hear from you!

We offer a varied and interesting workload, a pleasant working environment and a competitive salary including a 9% pension contribution.

The successful candidate will join the small, friendly Administration Team based at the busy Diocesan Office which is situated in the grounds of St Asaph Cathedral. As one of two full time administrative assistants, you will provide efficient and effective general administrative and reception services and be the primary administrative assistant to the Diocesan Department of Education and Lifelong Learning, playing a key role in supporting our 51 Church in Wales schools.

The appointment will commence in mid-February 2019, for a minimum period of six months and possibly longer to cover the duration of the postholder's maternity leave.

If you would like to discuss this opportunity further please contact Mrs Karen Williams, Administration & HR Officer - 01745 582245

Applications

Applications must be received by **12 noon Thursday 17 January 2019**

Please submit your application form to:

Mrs Karen Williams

✉ karenwilliams@cinw.org.uk

The Diocesan Office
High Street
St Asaph LL17 ORD

Electronic submissions are preferred, (please note that we do not accept CVs).

Interviews will be held in St Asaph during the week commencing 21 January 2019.

Applicants may also be asked to take part in a practical skills assessment

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

The appointment will be subject to satisfactory references.

JOB DESCRIPTION

JOB PURPOSE

To contribute to the overall administration of the Diocese of St Asaph by providing a welcoming reception service at the Diocesan Office and efficient and effective administrative support to diocesan officers and departments.

KEY RESPONSIBILITIES

1. Provide a welcoming and efficient reception service at the Diocesan Office and be a key and pro-active member of the Diocesan Administration Team
2. Provide general administrative services to all departments based at the Diocesan Office, and be the primary provider of administrative support to the Diocesan Department of Education and Lifelong Learning and to the Communications Officer
3. Contribute to the co-ordination and organisation of Diocesan events, services, meetings and training courses
4. Facilitate Diocesan Communications processes
5. Contribute to the maintenance of the diocesan database and the Diocesan Office diary

KEY WORKING RELATIONSHIPS WITH

- Members of the Diocesan Administration Team
- Bishop's Office
- Head Teachers, School Governors and Bishop's Visitors
- Members of the clergy and Shared Ministry Teams
- Church and Mission Area representatives

DUTIES AND RESPONSIBILITIES

1) Provide a welcoming and efficient reception service at the Diocesan Office and be a key and pro-active member of the Diocesan Administration Team

- Provide visitors to the Diocesan Office with a warm and welcoming reception service
- Respond appropriately to incoming telephone calls to the Diocesan Office
- Prepare meeting rooms and arrange refreshments as required
- Process incoming and outgoing mail
- Attend and participate in regular staff meetings, taking minutes if required
- Contribute to keeping the workplace tidy, pleasant and safe

2) Provide general administrative services to all departments based at the Diocesan Office, and be the primary provider of administrative support to the Diocesan Department of Education and Lifelong Learning and to the Communications Officer

- Provide effective administrative services to all departments based at the Diocesan Office
- Be a key point of contact in the Diocesan Office in respect of matters relating to the work of the Diocesan Department of Education and Lifelong Learning
- Attend meetings of the Board of Education and other meetings as necessary, taking the minutes if required
- Maintain and update Department of Education and Lifelong Learning records
- Ensure that the lists of School Governors and Bishop's Visitors are kept current and accurate and handled in accordance with Data Protection Regulations
- Provide administrative support to the Director of Education and Lifelong Learning and the Diocesan Communications Officer

3) Contribute to the co-ordination and organisation of Diocesan events, meetings, services and training courses

- Provide administrative support to Diocesan Training Co-ordinator and contribute to the development of the Training Prospectus
- Prepare resources for diocesan training sessions
- Maintain records in relation to training provision in the diocese
- Make practical and logistical arrangements for diocesan events and meetings by liaising with venues, caterers and participants and co-ordinating attendance

4) Facilitate Diocesan Communications processes

- Collate information for inclusion in the weekly e-newsletter StAr, maintain a list of subscribers and ensure that 'StAr' is circulated on time
- Upload StAr, the Calendar of Intercessions and other items to the diocesan website
- Oversee the circulation of the diocesan publication, 'Teulu Asaph'.

5) Contribute to the maintenance of the diocesan database and the Diocesan Office diary

- Ensure that the diocesan database is kept up to date and accurate
- Input data regularly, being pro-active in collating information from various sources to maintain the integrity of the database
- Use the database to generate reports, statistics and electronic mailings
- Maintain and co-ordinate the electronic office diary

This Job Description is not a statement of all the duties applicable to the post holder, variations to the duties outlined above will occur to meet the needs of the post. Any variations will be commensurate with the grade and character of the post.

PERSON SPECIFICATION

| Key Criteria | Essential | Desirable |
|---------------------------------|---|--|
| Qualifications and Experience | <ul style="list-style-type: none"> • Good sound general education • English & Mathematics to GCSE standard or equivalent • Fully computer literate, highly proficient in MS Office – particularly MS Word & MS Excel • Proficiency in inputting & interrogation of databases • Experience of working in administrative support role in a busy office environment | <ul style="list-style-type: none"> • Advanced MS Office qualification • Experience of working with members of the public and/or reception duties |
| Skills and Abilities | <ul style="list-style-type: none"> • Excellent organisational skills • Meticulous about accuracy and detail • Excellent communication skills • Ability to relate with people in a warm & approachable manner • Ability to work to deadlines | <ul style="list-style-type: none"> • Welsh speaking • Understanding of, and empathy with the Anglican Church and the Church in Wales |
| Work-related Personal Qualities | <ul style="list-style-type: none"> • A team player who can work well with colleagues • Reliable and trustworthy • Able to work alone and unsupervised • Willing to take the initiative • A pleasant friendly demeanour | |

Administrative Assistant
(Maternity Leave Cover)

Main Terms and Conditions

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| Hours of Work | Normally 9am to 5pm Monday to Friday with a lunch break of 1 hour taken as appropriate. |
| Term | The duration of the postholder's period of maternity leave, six months minimum possibly longer |
| Salary | £16,500 pa, paid monthly |
| Pension | The employer will contribute 9% of the employee's pensionable salary to a pension scheme of the employee's choice or in to the Diocesan Board of Finance Pension Scheme. |
| Holiday | 25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December |
| Location | The Diocesan Office, High Street, St Asaph LL17 0RD |
| Probation | This post will be subject to satisfactory completion of a probationary of one month |