**Diocese of Down and Dromore**

**Job Description**

**Title of the post:** **Diocesan Administration Officer Part Time**

**Location: Church of Ireland House, Belfast, although temporarily working at home and in the office.**

**Reports to: Diocesan Secretary**

**Hours of work: Part Time – 22.5hrs per week**

1. Main Responsibilities:
   1. **Diocesan administration:**
      1. Daily sorting of mail and other correspondence.
      2. Point of contact with Parishes and Select Vestry Representatives.
      3. General office duties including typing of minutes, reports, and letters.
      4. Maintain documents such as Diocesan Regulations and the Constitution.
      5. To process AccessNI checks for clergy and those holding diocesan roles and passing on relevant returns to the Bishop’s Personal Assistant.
      6. Maintain records of Safeguarding training attendance and parish annual Safeguarding compliance returns and passing on the relevant returns to the Diocesan Development Officer.
      7. Assist with the administration in relation to clergy conferences, clergy days and other diocesan events.
   2. **Finance General:**
      1. Process monthly staff expense claims & collate ready for payment.
      2. Collect weekly Church Plant income sheets and collate ready for input into Sage Accounts
      3. Collect monthly Parish Vacancy Cover Duty claims and collate ready for payment.
      4. Ability and experience of entering income and expenditure data into Sage 50 Accounts system
      5. Banking, prepare, record, and make lodgements of cheque payments/donations received.
   3. **Diocesan Synod, Council and Committee Support:**
      1. Maintain all Synod, Council and Committee records.
      2. Provide administrative support to Synod, Council and Committees e.g., providing agendas and papers.
      3. Assist the Diocesan Secretary with mailings in relation to General Vestries and Diocesan elections.
      4. Assist the Diocesan Secretary with all mailings in relation to Synod, Parishes, and ongoing work from Central Church.
      5. Provide catering assistance when required for meetings.
      6. On occasions when the Bishop’s PA is not available, provide assistance to the Bishop in relation to Committee support and other meetings.
   4. **Diocesan Database - Contact Management System (CMS)**
      1. Assist the Diocesan Secretary in overseeing and providing advice relating to the Diocesan CMS and statistical returns.
      2. Liaise with Parishes to ensure all returns are timely and accurately completed.
      3. Produce analysed data, when required.
      4. Maintain and update clergy movements and changes.
2. Other duties:
   1. Deputise for Bishop’s PA during leave or illness if required.
   2. Administrative support for Youth Officer, Children’s Officer, Parish Development Officer, and the Fundraising Officer for Church Growth.
3. Terms of appointment:

Salary. £18,525 to £21,525 pa. dependent on experience (pro rata).

Hours. 22.5 hours per week. Working flexibly Monday to Friday.

Probationary Period. The successful candidate will be subject to the satisfactory completion of a three-month probationary period.

Pension. There is a company pension scheme provided.

Location. Church of Ireland House, Belfast, but hybrid working will be considered. Occasionally the post holder may have to work within the Diocesan area, e.g., to attend Synod or a meeting.