

Diocese of Down and Dromore

Job Description

Title of the post: Diocesan Administration Officer Part Time

Location: Church of Ireland House, Belfast

Reports to: Diocesan Secretary

Hours of work: Part Time – 22.5hrs per week

1. Main Responsibilities:

a. Diocesan administration:

- i. Daily sorting of mail and other correspondence.
- ii. Point of contact with Parishes and Select Vestry Representatives.
- iii. General office duties including typing of minutes, reports, and letters.
- iv. Maintain documents such as Diocesan Regulations and deal with updates from Central Church.

b. Diocesan Synod, Council and Committee Support:

- i. Maintain all Synod, Council and Committee records.
- ii. Provide administrative support to Synod, Council and Committees e.g. providing agendas and papers.
- iii. Assist the Diocesan Secretary with mailings in relation to General Vestries and Diocesan elections.
- iv. Assist the Diocesan Secretary with all mailings in relation to Synod, Parishes, and ongoing work from Central Church.
- v. Provide catering assistance when required for meetings.

c. Diocesan Contact Management System.

- i. Assist the Diocesan Secretary in overseeing the Diocesan Contact Management System (CMS) and statistical returns.
- ii. Liaise with Parishes to ensure all returns are accurately completed Provide advice to parishes about the CMS.
- iii. Produce analysed data, when required.

2. Other duties:

- a. Deputise for Bishop's PA during leave or illness if required.
- b. Administrative support for Youth, Children's, Parish Development Officer, Finance Officer and the Church Extension and Resource Officer.

3. Terms of appointment:

Salary. In the range of £16,000 to £18,000 p.a. (pro rata).

Hours. 22.5hours 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, although occasionally the post holder may have to work within the Diocesan area, e.g. to attend Synod or a meeting.