



Administrator for St Davids

Application Pack

BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

FROM THE CEO

Thank you so much for your interest in working with Church Army and our work that is developing in St David's diocese.

Church Army is an exciting organisation to be part of and we want anyone who is passionate about unlocking potential in people's lives; embracing the difficult; activating change; and impacting communities across these islands, to join us.

The work of Church Army is diverse and growing, we currently have 27 Centres of Mission working in partnership with Dioceses in tough places to bring change to communities and we hope to see 50 Centres of Mission by 2027. Our Marylebone Project is the largest women only homeless project in the UK and last year we provided over 40,000 nights of accommodation and moved over 90 homeless women into their own homes. We also run the Amber Project in Cardiff which helps over 100 young people each year who battle self-harm.



Our vision and values are at the heart of what we do, and we believe each of our employees has a key part in making our vision happen and modelling our values. We work hard to help our staff team see the impact that they are making and see how they are using their skills and abilities to make a difference in the communities we work. Above all Church Army is committed to helping people know their lives matter, because God thinks they are fantastic. Whether you believe that for yourself or not, if you share our passion: to see communities and lives transformed then we want you to be able to join our team.

I hope as you read through this job pack and understand more about who we are and who we are looking for, you will be inspired to apply and want to join a fantastic, committed, energetic team, who are delivering real change.

Des Scott

WE ARE CHURCH ARMY

We are Church Army. We are catalysts; strengthening lives and communities. We do not shy from the gospel because we believe it changes lives.

Our vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

Our values

Everything we do is underpinned by our values:

Prayerful - We listen for God's voice and want to be obedient to him. We want to be like Jesus in our actions and witness.

Expectant - We are hopeful, expecting God to do new things amongst us.

Risk-taking - We have a long heritage as a pioneering movement, prepared to take risks and give colleagues permission to seek to do new things.

Accountable - We are accountable to God and others. We want to be reliable and live responsibly to high professional standards.

Collaborative - We are committed to partner with those who share our values; we believe it enhances our work.

Generous - We want to model God's generosity to others.

Unconditional - God loves everyone and everyone is significant in his eyes; we will serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.

See our [We are Church Army](#) video here





ROLE OF ADMINISTRATOR FOR THE ARCHDEACON OF NEW CHRISTIAN COMMUNITIES AND EVANGELISM

Church Army and the Diocese of St Davids are developing an exciting partnership in creating new worshipping communities and evangelism across the diocese. The role of administrator will help the running of the partnership and providing administrative support for the new worshipping communities and the 'Impact 242' project. This post will need an eye for detail so that the new worshipping communities and Centres of Mission under 'Impact 242' can flourish. You will be line managed by the Archdeacon for New Christian Communities and Evangelism within the diocese.

The post will need someone who is in sympathy with the Christian faith. Welsh language will be desirable for the successful candidate. They will have an ability to work without supervision and have excellent time management skills

If you would like to know more about the role, please contact the Archdeacon for New Christian Communities and Evangelism

Archdeacon.Farah@churchinwales.org.uk

JOB DESCRIPTION

Job Title:	Administrator
Location:	St David's diocese
Responsible To:	Archdeacon of New Christian Communities and Evangelism
Accountable To:	Archdeacon of New Christian Communities and Evangelism
Purpose:	To provide administration support to the Archdeacon and the developing new communities under Impact 242

RESPONSIBILITIES AND TASKS:

1. To provide project administrative support for the Impact 242 project, the Project manager, and for each site.
2. Tracking of purchases and expenditure by site
3. Tracking project costs and forecasting future expenditure using Excel
4. Arranging meetings, taking minutes, chasing through actions (Project team, Oversight Group and individual site steering groups) and planning refreshments
5. Keeping records of activity and performance in each centre
6. Preparing reports and financial submissions quarterly to the Evangelism Fund Committee
7. Communicates with Bishop's office, Diocesan office, DBF and EDF representatives when needed and requested.

General duties:

- Manages correspondence by answering emails and sorting mail
- Assists in planning and arranging events, including organising catering
- Handles expenses and billing cycles
- Manages reception area and looks after visitors (in time)

- Answers phone calls and transfers them as necessary
- Drafts, formats, and prints relevant documents
- Maintains stock lists and orders office supplies as needed
- Manages staff expense requests
- Interacts with the Archdeacon for New Christian communities and carries out their requests. (in relation to what? This is too open ended do you mean in regard the CoMs)
- Creates agendas and takes meeting notes
- Assists in purchase orders and invoicing
- Maintains accurate records for employee holiday requests
- Manages outgoing post and records data on special deliveries
- Photocopies and files appropriate documents as needed
- Attends workshops and conferences when requested
- Manage and update website and social media profiles

Other:

- To undertake any such duties as are commensurate with the post at the direction of the line manager
- To attend an annual appraisal and regular one to ones with your line manager
- To undertake any training as required for the role as identified in an appraisal or supervision
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outline in the Staff Handbook and on Church Army's intranet document library.
- Act in the best interest of Church Army at all times

PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

Skills and Qualifications

- Prior Office Management experience preferred
- Strong attention to detail
- Ability to work without supervision
- Excellent time management skills
- Exceptional communication and customer service skills
- Technical skills including proficiency with Microsoft Office Programs
- Strong prioritisation and organisation skills
- Ability to handle confidential information
- Strong record keeping skills
- Presentation skills
- Ability to multitask

Attributes

- Team player
- Dependable and truthful
- Motivated and dedicated
- Have good linguistic skills grammar and communication
- Able to work and compile data and reports
- Have focus and resilience
- Able to make capable and effective decisions
- Able to prioritize and manage tasks
- Pleasant, professional and proficient

Welsh language desirable



OUTLINE TERMS AND CONDITIONS

Location	The post is located in Cross Hand Impact 242 building.
Salary	£19,428 per annum pro rata
Hours	30 hours per week, usually Monday to Friday but with some evening and weekend work as required.
Working Pattern	Part time
Pension	The applicant will be assessed under auto enrolment legislation and if eligible will be enrolled into a qualifying pension scheme where minimum employer contributions will be made
Annual Leave	25 days per annum pro rata
Probation Period	Six months
Contract Type	Five-year fixed term
DBS Requirement	No
Occupational Requirement	There is not a requirement for the post holder to have a Christian faith, however the post holder must be in sympathy with the vision and values of the organisation

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BUILDING COMMUNITIES SINCE 1882



APPLICATION PROCESS

To apply, please submit an application form which is available to download from the job page for this vacancy on our website.

Applications should be sent to: recruitment@churcharmy.org

Deadline: Friday 6th of November 2020

Interview date: Friday 13th of November 2020

For more information about Church Army please visit: www.churcharmy.org

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- An enhanced DBS check
- Successful completion of a probationary period
- Two satisfactory references - employer and personal

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.