



# Diocese of Edinburgh

## Scottish Episcopal Church

EDINBURGH DIOCESAN OFFICE ● 21A GROSVENOR CRESCENT EDINBURGH EH12 5EL

### Administrative Assistant (Mission & Ministry)

*18.75 hours per week (days & times negotiable)*

*Initially, a mixture of office and homeworking will be considered*

*Gross Salary £9,253 per annum (£18,505 f.t.e.) • Includes a generous non-contributory pension.*

We are seeking to appoint an Administrative Assistant to support the work of the Mission & Ministry Committee and its principal officers, primarily our Ministry Development Officer, and to help us be the voice and face of welcome to the diocese.

The Diocesan Office has a small and very friendly team of staff in a pleasant office very close to Haymarket, and strive to provide an enjoyable, collaborative and sociable environment to get our work done. We are therefore very keen to get the right personality in the role to work within our team, as well as finding someone with the right skills. If you would like to discuss any aspects of the job before applying you are very welcome to call Simon Filsell, Diocesan Administrator, on 0131 346 9084.



We are looking for someone with:

- A professional but friendly approach to work, and willingness to work flexibly in a team
- Strong administrative and organisational abilities
- Some experience in arranging and managing events
- Good written and verbal communication skills
- Computer skills – use of MS Office suite (or equivalent) to a basic level
- Prior experience in an administration role

All staff are fully supported and developed through our Annual Review process and training funds.

**Deadline for applications: Sunday 24 October 2021**

Interviews will be held on Thursday 28<sup>th</sup> October

Download the application pack from <https://edinburgh.anglican.org/vacancies-2/>



# Diocese of Edinburgh

*Scottish Episcopal Church*

## Administrative Assistant - Mission & Ministry

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|----------------------|--|
| <b>Location:</b>     | Edinburgh, with travelling across the Diocese of Edinburgh   |
| <b>Salary:</b>       | £9,253 per annum (£18,505 fte). Includes a non-contributory pension  |
| <b>Hours:</b>        | This is a half-time post (18.75 hours a week). Except in exceptional circumstances these hours will be in the working week. Holidays – 131.25 hrs per annum including public holidays.                                       |
| <b>Appointment:</b>  | This is a fixed term appointment for 3 years   |
| <b>Line manager:</b> | This post is line managed by the Ministry Development Officer (objectives and tasks) and by the Diocesan Administrator (HR). The postholder reports to the Diocesan Mission & Ministry Committee (DMMC) through the Convenor |

### PURPOSE OF ROLE

To provide effective administrative support to the work of the DMMC and its principal officers, primarily by supporting the Ministry Development Officer in all aspects of the post.

### KEY TASKS

- A To administer the work of DMMC and its pendant committees
- B Provide support to Ministry Development Officer
- C Assist with the activities of mission and ministry work from the Diocesan Office
  
- A1 Assisting in the preparation of DMMC's reports and presentations to Diocesan Synod and attend the Synod meetings as needed, to support and facilitate those items
- A2 Maintain other correspondence, especially in regard to organising meetings
- A3 Assist in the maintenance of online resources and information for DMMC
- A4 Keep an updated database for training and Ministerial Review

- B1 Offer admin support for Ministerial Review: this review is undertaken every year by all clergy in the diocese
- B2 Assist with the practical arrangements for workshops, day conferences and longer courses and maintain correspondence with participants, including the annual Clergy Conference
- B3 Gather, assess and disseminate resources for the Continuing Ministerial Development of all in authorised ministry in the diocese.
- C1 Offer ad hoc administrative support to other office holders in DMMC (e.g. Youth & Children's Officer)
- C2 Provide support to occasional subgroups / working groups (e.g. Season of Pilgrimage Committee, Diocesan Ecological Group etc)
- C3 Support the organisation and delivery of other annual and occasional events, including:
  - Diocesan-led Initial Ministerial Education courses
  - International visits
  - Retired Clergy Christmas Lunch
  - Chrism Mass
- C4 Collate the Annual Prayer Cycle
- C5 Assist the Diocesan Office team with general office duties, including answering phones, and greeting visitors at certain busy times and during the absence of office staff members.

## PERSON SPECIFICATION

### Essential

- In sympathy with the aims and vision of the Diocese of Edinburgh
- Proven record as an efficient and organised administrator
- An ability to discern appropriateness of resources
- Proficient computer user, especially with Microsoft Office and email
- Good written and verbal communication skills and an ability to work on your own and in a small team

### Desirable

- Experience / understanding of a church / ecclesiastical context, especially in reference to ministry and mission
- Some experience in the organisation of events and / or training days
- An ability to manage webpages
- Proactive approach