

### Swindon Deanery and St Andrew North Swindon

**Job Title:** Administrator to support Area Dean

**Based at:** Working from home

**Reports to:** Sally Robertson Area Dean and Priest-in-Charge St Andrew North Swindon

**Job Purpose:** To provide administrative support for Swindon Deanery and St Andrew North Swindon

**Hours:** 20 hours per month (spread over the month, but varying from week to week) at times to be negotiated

#### Duties and Responsibilities:

##### To support St Andrew's Parish

1. Act as first point of contact for Baptism and wedding enquiries. Arranging dates, informing minister, completing paperwork required for the event, according to parish procedures.
2. Respond to other enquiries through the website.
3. Maintain the contact database for the parish.
4. Act as PCC secretary, taking minutes of meetings, following up actions, creating agenda in discussion with Priest in Charge and church wardens, sending out the agenda.

##### To support Swindon Deanery

1. Collate information for weekly chapter mailing and send out via email.
2. Collate and report information gathered in response to questions in chapter mailing.
3. Organise venues for chapters, Deanery synods, DLTs and other regular and occasional meetings. Follow up with reminders to hosts and participants.
4. Prepare paperwork for DLT and Synod meetings and circulate. Follow up on actions from meetings.
5. Collate information and circulate information from across the Deanery to Synod members.
6. Organise and manage an annual Deanery calendar of meetings for Synod, Chapter, the Deanery Leadership Team, Confirmations and other meetings as required.
7. Liaise with Church Wardens to organise Triennial Inspections for AD attendance on behalf of Archdeacon. Prepare advance paperwork.
8. Liaise with Diocesan Office in respect of receipt of annual parish returns. From the returns update EXCEL Spreadsheets and email group lists for Deanery Synod, Church Wardens, PCC Treasurers and Secretaries. Update these contact details as and when necessary throughout the year;
9. Prepare and manage EXCEL spreadsheets and email contact lists for Chapter, LLMs, Parish Administrators, Incumbents, Stipendiary members;
10. Prepare and manage Deployment charts of parishes and partnerships in the Deanery showing Stipendiary, OLM, SMS, LLM, PTO and Curates in each parish. Update as applicable;
11. Deal with internal and external enquiries, read, prioritise and action all incoming email;
12. Form relationships and assist in good communication throughout the Deanery and Diocesan Office, and to have understanding and knowledge of personnel and local situation of parishes within Deanery;

##### Applicable to both parts of the role

1. Attend other meetings/events and perform other such duties appropriate to the post that may from time-to-time be requested;
2. Be responsible for own health and safety in the workplace, formally reporting issues that need addressing;
3. Work in compliance to policies of the Diocese of Bristol.



**Person Specification:**

1. Proven administration skills, ensuring actions achieved in methodical and efficient manner.
2. Experience of working in environments that involve contact with a wide range of people from a variety of backgrounds and ages;
3. Good communication skills and ability to communicate in a calm non-confrontational way;
4. Able to operate on own, using initiative to solve problems;
5. A clear commitment to Equal Opportunities perspective in all areas of work;
6. Trustworthy, flexible team player;
7. Competent writer of business letters and reports. Experience of taking minutes and chasing actions as appropriate.

