



## ADMINISTRATOR AND PRAYER FACILITATOR

### Job Description

*'We are not looking for much! Just a friendly, warm, well-organised, can-do, prayerful person who loves admin, longs to see people follow Jesus and who can operate at a high level. We want this pro-active person to be at the beating heart of the Inspiring Ipswich project, oiling the wheels and helping to make things happen. If this is you or someone you know we'd love to hear from you.'*

Archdeacon Rhiannon

#### BACKGROUND

In Ipswich at the beginning of 2019 we embarked on an exciting new project to transform the reach of the Church of England in the town and to achieve ambitious goals of more people exploring faith and becoming Christian disciples. Through this work we aim to deliver the Diocesan vision of 'Growing in God' through 'flourishing congregations making a difference' in Ipswich, the county town of Suffolk.

The Inspiring Ipswich project is a once-in-a-generation opportunity. With significant support from the Church Commissioners and the Diocese, the project injects substantial resources into one deanery. Through this, by God's grace, we aim to grow 25 new worshipping communities, provide fresh energy for the existing churches, and make meaningful contact with 10% of the population, with 5% having had the opportunity to explore faith and 1% having become members of a worshipping community. It is an audacious project and we are looking for people who have a big vision and practical skills to help us achieve these aims.

Through the remaining four and a half years of the project (it ends in Dec 2024) we expect Ipswich deanery to become increasingly mission-focused, strategic and financially sustainable, and to live its values of being inspirational, missional, relational and pastoral. The project is led by the Archdeacon of Ipswich, the Ven. Rhiannon King, working closely with all the churches across the deanery and the project team.

#### PURPOSE

This person will provide the beating heart of administration to the friendly Inspiring Ipswich team. It will be a varied and busy role including administration, event management and communications as well as facilitating the prayer life of the project. There will be team prayers most days (Mon-Thurs) and occasional prayer days and retreats to prepare for. The role will be central to ensuring that the project runs smoothly, efficiently and prayerfully.

## **REPORTING TO**

The Director of Inspiring Ipswich (The Archdeacon of Ipswich) with day-to-day support from the Project Manager.

## **KEY CONNECTIONS**

- Inspiring Ipswich Project Manager
- Inspiring Ipswich Creative Communications Lead
- Pioneer Developers and Church Planters
- Deanery Leadership Team
- Ipswich church leaders
- Diocesan staff
- Inspiring Ipswich Deanery Chaplains

## **KEY TASKS include:**

### **Prayer**

- Ensure the priority of prayer in all aspects and at all levels of the project from strategic planning to small group activities by praying, modelling, prompting, leading and resourcing prayer in an integrated and holistic way. (Training can be provided in some of this)
- Co-ordinate daily prayers for the Inspiring Ipswich team, helping others to lead in creative ways and ensuring every aspect of the project is bathed in prayer.
- Ensure that churches are aware of prayer needs across the town's Anglican churches and the project.

### **Events**

- Organise and provide support for events and training, including venues and catering, communications with attendees, preparing materials, setting up venues and supporting the running of events on the day.
- Support the project team with organising and preparing for meetings. Arrange, prepare papers for, attend and minute meetings of the Project Board (monthly) and weekly/fortnightly team meetings.
- Help put together a monthly Ipswich churches news sheet to be disseminated to all churches desiring it. (Later in the project)

### **St Nicholas Centre (IP1 1UQ)**

- Be the main person responsible for the day-to-day running of the St Nicholas Centre, our base:
  - Liaise with users regarding booking requests.
  - Liaise with cleaners and users to ensure the centre is clean, safe and looks attractive at all times.
  - Liaise with the Property department and Churchgates (trustees) over maintenance and contractual issues.
  - Liaise with the Bridge Church operations team who share use of the building.

- Arrange provision of and maintain office equipment: computers, printers etc.
- Ensure all staff have the stationery they need.
- Ensure protocols are followed.
- Ensure Health and Safety standards are maintained, especially in the kitchen.

### **Team Support**

- Support the Inspiring Ipswich Creative Communications Lead in delivering external communications for the project, for instance maintaining the Inspiring Ipswich contacts database, co-ordinating content for the Inspiring Ipswich update and website, preparing mailings, and helping to update the website and social media.
- Provide occasional support to the Project Manager in collecting, entering, cleaning, and processing evaluation and reporting data from the project, and producing project reports.
- Provide administrative support to Deanery governance groups where needed, including Ipswich Deanery Leadership Team, and possibly Chapter (monthly day-time meetings) and Synod (3 evenings a year). This could involve planning meetings and taking and circulating minutes.
- Co-ordinate a small team of part-time, volunteer administrative assistants if and when they emerge.
- Process expenses claims for all the II staff.

### **Archdeacon Administrative Support**

- Support the Archdeacon of Ipswich with administrative needs relating to the Inspiring Ipswich project and statutory duties (for example, organising 'visitations', sending out group emails via mailchimp etc).

### **General Admin**

- Answer queries, by email, face-to-face and by phone.
- Other project support and administrative duties, as and when necessary.

### **SUPPORT**

The post-holder will become part of a dynamic, prayerful and supportive staff team of around ten people (paid and unpaid) who work collaboratively to support the existing and fledgling new churches in the town to deliver the goals of *Inspiring Ipswich*. The staff team will aim to model the values of audacity, tenacity, unity, humility and generosity, amongst others, in all it does.

The project has four and a half years left of promised funding, is a major plank in the diocesan strategy and is a pilot project for the wider Church of England with the potential for many other deaneries and dioceses to learn from it.

The St Nicholas Centre, at 4 Cutler Street, IP1 1UQ, in the heart of this up and coming town in Suffolk, just an hour from London, will be the base for your work. It is a large, attractive space with a number of meeting and worship spaces. Please ask for our 'Explore Ipswich Visitor Guide' for more information on Ipswich if that would be valuable.

We very much look forward to welcoming the successful candidate and helping them to respond to God's call and to develop their gifts.

## PERSON SPECIFICATION

*Note: In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian as the post holder will be required to represent the Christian religion in relation to the mission of the project.*

### Qualifications/Knowledge and Experience

ESSENTIAL	DESIRABLE
<b>Qualifications/Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Experience of leading times of prayer and encouraging others in prayer.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of organising prayer support, prayer teams and prayer letters and/or delivering training in prayer.</li> <li>Good understanding and use of spiritual disciplines from a range of traditions (eg Celtic, Ignatian, charismatic etc).</li> </ul>
<ul style="list-style-type: none"> <li>Educated to at least A level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level.</li> </ul>
<ul style="list-style-type: none"> <li>Experience of Project Administration or similar role.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with project monitoring and financial data and producing reporting.</li> </ul>
<ul style="list-style-type: none"> <li>Experience managing diaries/schedules and arranging and supporting meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of financial processes such as invoicing and purchase orders.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of supporting communications, for instance updating websites using a content management system, working with mailing lists and systems, and updating social media pages.</li> <li>Good understanding of GDPR.</li> </ul>
<ul style="list-style-type: none"> <li>Experience of high quality event/conference management.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of organising and supporting medium to large events/conferences across a range of formats e.g. training workshops, multi-media conferences, and a range of smaller meetings.</li> </ul>
<b>Skills and Abilities / Aptitudes</b>	
<ul style="list-style-type: none"> <li>Excellent IT skills including Microsoft Outlook, Word, PowerPoint and Excel and being prepared to learn new packages. (We are a Microsoft environment). Also, experience of using online conferencing tools, including scheduling and hosting on Zoom and MS Teams.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using a marketing/email platform such as Mailchimp, website hosting platform such as Wix and the technical/operations aspects on social media platforms e.g. Facebook, Instagram and YouTube.</li> <li>Confidence in using doodle polls and software like Survey Monkey.</li> </ul>
<ul style="list-style-type: none"> <li>Excellent communication skills, both verbal and written.</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent organisation skills and ability to manage and prioritise a variety of demands.</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills to develop good working relationships with a broad range of people.</li> </ul>	

### Work-Related Personal Qualities

<ul style="list-style-type: none"> <li>• A practising Christian with a heart for prayer and with enthusiasm to be a full member of the <i>Inspiring Ipswich</i> team with its missional goals.</li> </ul>	
<ul style="list-style-type: none"> <li>• Sympathetic to the beliefs and aims of the Church of England.</li> </ul>	<p>A regular worshipping member of an Anglican church with good working knowledge of the CofE and its practices e.g how a deanery and parish works</p>
<ul style="list-style-type: none"> <li>• Friendly, helpful and servant-hearted.</li> </ul>	
<ul style="list-style-type: none"> <li>• Discretion handling sensitive and confidential information.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work flexibly to support events sometimes on evenings and weekends.</li> </ul>	
<ul style="list-style-type: none"> <li>• Comfortable working within a start-up project and newish team, helping to establish processes, ways of working, and relationships with new team members.</li> </ul>	

## GENERAL INFORMATION

### About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles. The Deanery of Ipswich has 19 Parishes with 24 churches and 15 benefices. The population is approximately 150,000.

The Diocesan Board of Finance (DBF) serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in line with our Values of Respect, Transparency, Quality and Support.

Salary	The post is pro rata at Band C Point 3-4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £22,076 – £23,244 (dependent on experience).
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Length of contract	Fixed Term until end of December 2024.
Hours of work	Up to a maximum of 28 hours per week with days of work pattern negotiable at interview stage. The role will require some evening and weekend working. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro rata for part-time)
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ (within easy reach of the station, restaurants and town centre) Please note that there is limited parking available onsite with spaces allocated on a rota system. The postholder will need to be flexible and able to work from home if the need arises.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

**For an informal conversation please contact:** Archdeacon Rhiannon, *Inspiring Ipswich* Project Director, [Archdeacon.Rhiannon@cofesuffolk.org](mailto:Archdeacon.Rhiannon@cofesuffolk.org) 07595880584

**Applications marked 'Confidential Application' to be sent to:** HR Manager at [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Closing Date for Applications:** Sunday 4 August 2020.

**Interview Date:** Provisionally Tuesday 18 or Wednesday 19 August 2020.