

A worshipping, growing and transforming Christian presence at the heart of every community

PROJECT ADMINISTRATOR

Grade / Salary: £19,704 (Band 2.1) - £22,605 (Band 2.3), pro-rata

Hours of work: Part Time - 21 hours per week, ideally over 3 days

Term: Fixed term until 31 December 2023

Normal place of work: Church House, 90 Deansgate, Manchester M3 2GH (there is a possible move to Bury in 2023)

Purpose

To support the Strategic Programme Director to deliver the five Strategic Development Fund (SDF) projects within the SDF work programme. The role will have an administrative focus in supporting the work of the Programme Director and separate related work-streams as directed.

This is an office-based role but may, from time to time, involve some travel throughout the diocese to attend meetings. Whilst a regular pattern of work can be agreed, some flexibility will be required with an expectation to alter days worked, with notice, to enable the servicing of meetings.

Accountability & Key Relationships

The post is line managed by the Strategic Programme Director. The post holder has key working relationships with members of the finance team, senior clergy support officers and project board chairs.

Key Tasks

- Provide administrative support to the Strategic Programme Director.
- Support the effective governance and delivery of the projects of the SDF Programmes by:
 - Scheduling meetings with the project board, stakeholder engagement board, programme board and task & finish group
 - Requesting reports and updates (and following up when not received)
 - Collating and distributing agenda packs
 - Taking, writing and issuing minutes

- Maintaining and updating action logs – seeking updates from action owners as required
- Maintain the programme office electronic filing system
- Compile and update lessons learned logs, outcomes and metric logs and risk registers for all projects
- Responsible for checking the team inbox – providing responses or referring queries to the Strategic Programme Director
- Screen incoming invoices and expenses claims from SDF projects
- Process claims liaising with Payments team
- Assist with the preparation of PowerPoint presentations and Excel spreadsheets
- Liaise with project leaders and project teams at the request of the Strategic Programme Director

This job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties commensurate to the post.

Person Specification

Key: (AF) Application Form; (I) Interview; (T) Test

	Essential requirements	Desirable requirements	Method of assessment
Qualifications			
A-levels or equivalent qualifications	E		AF
Experience			
Administrative or secretarial experience, ideally in a project support environment	E		AF/I
Experience of minute taking	E		AF/I
Knowledge and skills			
Excellent IT skills including Excel and Word	E		AF/I/T
Good administrative skills including minute taking	E		AF/I/T
Good organisational skills including ability to prioritise own work on a day to day basis	E		AF/I

Ability to communicate effectively with all stakeholders	E		AF/I
Able to adhere to confidentiality and exercise discretion	E		AF/I
An appreciation of the diverse communities in the Diocese	E		I
Sympathy with the aims and values of the Church of England	E		I
Work related Circumstances			
Willing to attend evening and weekend meetings and events – with notice	E		I
Willing to travel to meetings (car not essential)	E		I
Able to work flexibly and vary days worked on request	E		I

Summary of Terms & Conditions of Employment

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£19,704 to £22,605 (Band 2.1 to 2.3), pro-rata
Fixed Term:	Contract ends 31 December 2023
Hours:	Part Time - 21 hours per week, Flexi-time policy in place
Line Manager:	Strategic Programme Director
Probation:	Appointment is subject to a 6-month probationary period
Location:	The post is based at Church House, 90 Deansgate, M3 2GH, there is a possible move to Bury in 2023.
Pension:	The MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product

Closing Date

Noon Monday 1st November 2021

Completed applications should be submitted to jobs@manchester.anglican.org

Interviews will be held on **Thursday 11th November 2021**, via Zoom

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.