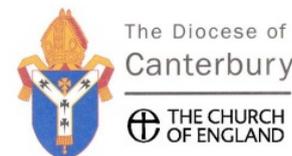


# Children, Schools and Young People Team



*Our vision is to ensure that every child and young person in the Diocese is at the heart of mission, having the opportunity of a life-enhancing encounter with the Christian faith and the person of Jesus Christ; that they reach their God-given potential and are an integral part of church life.*

**Job Title:** Administrator and Events Co-ordinator

**Location:** Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ

**Salary:** Grade 4

**Post Type:** Full time, permanent (35 hours p/w)

**Reporting to:** Children and Young People's Ministry Adviser  
Executive Assistant to the Diocesan Board of Education

*Embracing the vision of the Children and Young People (CYP) Framework, the postholder supports our mission activity to and among young people, serving them in ways that relate to their humanity in all its fullness, in addition to encouraging interrelatedness between parishes and schools.*

## Job Purpose:

The purpose of this role is to provide administrative support to the Children and Young People's (ChYP's) Ministry Adviser, to undertake project-related tasks under his guidance and direction and to manage the organisation of team conferences, training, events and communications – making an overall contribution to the team in meeting the strategic aims for ministry with children and young people within the diocese:

-  Whole Church
-  Prioritising Young People
-  Training that enables
-  Relationships that sustain
-  Events that inspire
-  Advocacy that challenges

## Responsibilities:

### Administration

1. To be responsible for the running of the ChYP's Ministry office including
  - being the first point of contact for any queries regarding ministry with children and young people
  - diary management for the ChYP's Ministry Adviser and Faith and Nurture Adviser
  - managing orders and payments for ChYP's Ministry materials and events
  - liaising with the Executive Assistant to the Diocesan Board of Education regarding calendar commitments and event dates across the team
  - ensuring that ChYP's Ministry records are kept up to date
  - undertaking routine financial processes for ChYP's income and expenditure in line with diocesan procedures for payments, refunds and invoices and maintaining up to date records so that both record keeping and reporting facilitate budget monitoring
  - maintaining the ChYP's library and resources; keeping them in order, recording loans through the electronic booking system and ensuring that equipment is in working order

2. To attend and contribute to CYP Framework meetings and undertake administrative tasks relating to strategic priorities or projects, as agreed and directed by the ChYP's Ministry Adviser, thus helping to organise, communicate, record and report the work of the team

### *Training and Events*

3. To manage the organisation of events and training within the Children, Schools and Young People (CSY) team including:
  - providing hosting at events, conferences and meetings to ensure the welcome and experience of attendees is of a high standard and to ensure they run smoothly
  - events administration: organising marketing, registration and attendance, securing venues, equipment and materials, and supporting officers with safeguarding requirements – sharing duties and tasks with the Hospitality and Office Management Team as appropriate
  - liaising with trainers and contributors at events from the time of invitation through assessing needs and requirements and liaising at the event
  - co-ordination of hospitality (refreshments and catering) as appropriate
  - managing an achievable and realistic schedule
4. To provide a key organising role in the Diocesan Cathedral Schools Days (CSDs)
  - Setting meetings with officers from Diocesan House and the Cathedral Schools Dept.
  - Taking notes at these meetings and maintaining the ongoing task list for CSDs
  - Liaising with all relevant schools: initial invitation, co-ordinating pupil registers and group allocations, being the main point of contact for schools
  - Managing the various administrative needs on each day: co-ordinating registration, holding and safeguarding all school lists and data, co-ordinating any changes or interventions on the day

### *Communications*

5. To ensure that ChYP's Ministry publications and websites are kept up to date and provide support to the ChYP's Ministry Adviser on internet based websites such as the blog; furthermore to advise on developing CYP areas of the Diocesan website as an information and communication tool
6. In collaboration with the Diocesan House Communications team, to utilise online communication and social media to maintain the voice of ChYP's ministry and the wider CYP Framework; using appropriate tone, style and frequency to ensure visibility, encourage interaction and communicate our stories
7. To prepare and distribute the CSY team Quarterly Update, liaising with contributors and pro-actively seeking relevant content of interest to stakeholders

In addition to the core responsibilities the postholder:

- may need to offer cover for other administrative staff during absence and perform other duties, which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the ChYPs Ministry Adviser or Executive Assistant
- will be required to attend in-service training/staff development courses

## Person Specification

<b>Education required</b>	<ul style="list-style-type: none"> <li>• GCSEs or equivalent including grade C or above in English and Maths</li> </ul>
<b>Knowledge &amp; Skills required</b>	<ul style="list-style-type: none"> <li>• High level of expertise in using all Microsoft Office programmes</li> <li>• Excellent use of the English language including grammar and spelling and an ability to present information in a clear and concise way</li> <li>• Ability to provide a warm and friendly environment when acting as host for events and training courses.</li> <li>• Excellent telephone, e-mail &amp; social media manner and ability to communicate effectively as the initial point of contact for all enquiries</li> <li>• Ability to prioritise workload to meet specific deadlines</li> <li>• Ability to work autonomously and taking personal responsibility for actions which improve administrative and project support to the Children &amp; Young People’s Ministry Adviser and the Children, Schools and Young People Team</li> <li>• Understanding and awareness of Church of England structures</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Significant experience in administrative support, including management of online and social media communication tools</li> <li>• Experience in organising and hosting events.</li> </ul>
<b>Aptitudes &amp; personal qualities required</b>	<ul style="list-style-type: none"> <li>• Can-do attitude and a willingness to learn new packages and programmes</li> <li>• Discretion handling sensitive and confidential information</li> <li>• Commitment to the mission of the Church of England and personal commitment to the ethos of the Diocese and values of the Christian Church.</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to travel in the Diocese (Driving licence or other means of transport is desirable).</li> <li>• Ability to attend some meetings or events out of normal office hours (Including evenings and weekends).</li> </ul>