

Job Description: Deanery Mission Support Administrator

This role would ideally be filled by a person currently actively engaged with an Anglican Church, but with an emphasis on and experience of organisational skills and practical project management experience.

Role

The Deanery Mission Support Administrator will work for three days per week to relieve parishes of administration burdens in order to free up others in the parish (clergy and lay people) for mission and ministry.

S/he will identify parishes which have key roles unfilled or where the same people are undertaking multiple tasks and parishes which through pluralities and/or other forms of joint working have an increased administration load for clergy.

Tasks

1. Identification of parishes

Identify parishes which have key roles unfilled or where the same people are undertaking multiple tasks and parishes which through pluralities and/or other forms of joint working have an increased administration load for clergy and identify their support needs.

2. Visits to parishes & resulting support plans

Prepare support plans designed to free up others in specific parishes (clergy and lay people) for specific activity in mission and ministry.

Review building management requirements across the deanery with processes in place to support deanery wide service provision.

3. Delivery of succession planning/training

Provide temporary support to specific parishes in regard to administration as specified in the agreed support plans.

Prepare succession planning/training to enable others in the supported parishes to take on administration tasks in future or identify access to other resource.

Negotiate where possible deanery wide services and support on buildings and facility management.

Help implement processes and procedures, including the utilisation of outsourced services where required in delivering financial support for parish treasurers and hall management.

Assist the Area Dean in developing a new deanery plan.