



Diocese of Edinburgh

Scottish Episcopal Church

Administrative Assistant - Mission & Ministry

Location:	Edinburgh, with travelling across the Diocese of Edinburgh
Salary:	£9,253 per annum (£18,505 fte). Includes a non-contributory pension
Hours:	This is a half-time post (18.75 hours a week). Except in exceptional circumstances these hours will be in the working week. Holidays – 131.25 hrs per annum including public holidays.
Appointment:	This is a fixed term appointment for 3 years
Line manager:	This post is line managed by the Ministry Development Officer (objectives and tasks) and by the Diocesan Administrator (HR). The postholder reports to the Diocesan Mission & Ministry Committee (DMMC) through the Convenor

PURPOSE OF ROLE

To provide effective administrative support to the work of the DMMC and its principal officers, primarily by supporting the Ministry Development Officer in all aspects of the post.

KEY TASKS

- A To administer the work of DMMC and its pendant committees
 - B Provide support to Ministry Development Officer
 - C Assist with the activities of mission and ministry work from the Diocesan Office
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- A1 Assisting in the preparation of DMMC's reports and presentations to Diocesan Synod and attend the Synod meetings as needed, to support and facilitate those items
 - A2 Maintain other correspondence, especially in regard to organising meetings
 - A3 Assist in the maintenance of online resources and information for DMMC
 - A4 Keep an updated database for training and Ministerial Review

- B1 Offer admin support for Ministerial Review: this review is undertaken every year by all clergy in the diocese
- B2 Assist with the practical arrangements for workshops, day conferences and longer courses and maintain correspondence with participants, including the annual Clergy Conference
- B3 Gather, assess and disseminate resources for the Continuing Ministerial Development of all in authorised ministry in the diocese.

- C1 Offer ad hoc administrative support to other office holders in DMMC (e.g. Youth & Children's Officer)
- C2 Provide support to occasional subgroups / working groups (e.g. Season of Pilgrimage Committee, Diocesan Ecological Group etc)
- C3 Support the organisation and delivery of other annual and occasional events, including:
 - Diocesan-led Initial Ministerial Education courses
 - International visits
 - Retired Clergy Christmas Lunch
 - Chrism Mass
- C4 Collate the Annual Prayer Cycle
- C5 Assist the Diocesan Office team with general office duties, including answering phones, and greeting visitors at certain busy times and during the absence of office staff members.

PERSON SPECIFICATION

Essential

- In sympathy with the aims and vision of the Diocese of Edinburgh
- Proven record as an efficient and organised administrator
- An ability to discern appropriateness of resources
- Proficient computer user, especially with Microsoft Office and email
- Good written and verbal communication skills and an ability to work on your own and in a small team

Desirable

- Experience / understanding of a church / ecclesiastical context, especially in reference to ministry and mission
- Some experience in the organisation of events and / or training days
- An ability to manage webpages
- Proactive approach