



## SALISBURY DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Programme Administrator</b>
<b>TEAM:</b>	Vision & Strategy Programme Office as part of Parish Support, Governance & Administration
<b>DURATION</b>	2-year fixed term contract (grant funded role)
<b>LINE MANAGER:</b>	Programme & Pathways Manager
<b>RESPONSIBLE FOR:</b>	n/a

#### JOB PURPOSE

Provide high-quality administrative support that enables the successful delivery of the vision & strategy programme.

#### DUTIES AND RESPONSIBILITIES

##### **Responsible for the day-to-day project and programme governance and administration**

- Support the administration of project/programme governance, i.e. reporting, documentation, communication, finances.
- Administration support for key programme/project board meetings, to include scheduling, minutes, action follow up.
- Provide administrative support to project leads that enables timeliness, collaboration and cohesion across the programme.
- Obtain and record tracking of project/programme progress towards outcomes and support the preparation of regular reports to be used internally and with National Church Team.
- Follow up on actions/requests, record decisions and proactively engage with all stakeholders to assist people and the programme to stay on track.

##### **Assist with the preparation and tracking of external (grant) funding applications**

- Assist in the preparation, tracking and reporting required where external (grant) funding has been secured.
- Help to prepare future (grant) funding applications.

##### **Vision & strategy advocacy, communication and engagement**



- Be a visible advocate and enabler for the vision & strategy, participating in relevant meetings, events, project development and change management at all levels within the organisational and the communities of the diocese.
- Assist with the delivery of the vision & strategy programme engagement and communication plan.
- Build relationships with the National Church Strategic Development Unit, other diocesan strategy teams and other external bodies / partners, learning from and sharing best practice.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

#### ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



## Person Specification

Attributes	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and education (at least A level or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Project or change management qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing administrative support in complex environments including support to meetings and committees with high regard for accuracy and timely delivery.</li> <li>• At least 2 years of experience working as part of a project or change management delivery team or context.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Competencies &amp; Behavioural requirements</b>	<ul style="list-style-type: none"> <li>• Proficiency and demonstrable experience working with Microsoft Office 365 and cloud-based virtual environment, e.g., SharePoint, ZOOM, confident in using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary.</li> <li>• Excellent communication skills capable of relating well to a wide range of people with varying expectations</li> <li>• Self-motivated, flexible, highly organised, and able to effectively prioritise, control and organise your own workload so that multiple aspects are managed appropriately.</li> <li>• A high level of accuracy and attention to detail including financial skills and report writing.</li> <li>• Inquiring mind, proactively considering ways of working that improve administrative provision.</li> <li>• Sympathetic to the aims and ethos of the Church of England.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Employee Name:**

**Line Manager Name:**

**Signature:**

**Signature:**