

Glamorgan Heritage Coast Ministry Area

Information and Person Specification

Job Title	Ministry Area Administrator
Salary Grade	Salary is paid monthly at the level of the Real Living Wage (currently £12 per hour from 1st April 2024) This is a part-time (27 hours per week), permanent post
Employer	Glamorgan Heritage Coast Ministry Area Council
Line Manager	Ministry Area Leader
Key Relationships	Ministry Team, Ministry Area Council, MA Chair and MA Treasurer
Date of issue	May 2024

Background and Purpose of Post

The Ministry Area Administrator is a key member of the Ministry Team, providing administrative support across the Glamorgan Heritage Coast Ministry Area, and based in the Ministry Area office which is a hub and reference point for the work of the whole Ministry Area

The Glamorgan Heritage Coast Ministry Area is a large network of 12 Anglican (Church in Wales) churches, serving communities from St Athan to Ewenny, and including the town of Llantwit Major. The Administrator is based in the Ministry Area office in Llantwit Major, and is often the first point of contact for practical and pastoral enquiries. This requires a professional, courteous and sometimes sensitive response to both internal and external queries, so empathy and discretion are essential. A high level of organisational and communication skills is crucial in this role along with efficiency, accuracy and attention to detail. Good IT skills are essential, and some basic finance experience would be beneficial, along with an understanding of the importance of online communication, including website management. The successful candidate will have a willingness to develop skills supporting the work of a charitable, religious organisation. This post needs someone sympathetic to the ethos and practice of the Church in Wales, who is a team player who promotes a highly competent work ethic to support a positive working environment and a culture of administrative excellence.

Main tasks will include a wide range of reception, secretarial and administrative services including data entry, database management, creating and managing documents, diary management, compiling and distributing reports and drafting correspondence. In addition, general administrative duties will include organising the receipt and dispatch of email, post, maintaining office supplies and other general office duties.

Key Duties

Ministry Area Office

The maintenance of the Ministry Area Office and filing system, working effectively with the 12 'Heritage Coast' churches. The Office provides a hub for the 3 clergy members of the Ministry Team, and the Administrator liaises with them in the day to day working of the Ministry Area. Enquiries to the Office can be practical requests from church members, as well as sensitive, pastoral issues including bereavement and illness.

Facilitating meetings and events

Responsible for co-ordinating meetings events and liaising with the diocese and with other partner and outside bodies. St Illtud's Church (where the Office is situated) hosts services and parish groups through the week, along with regular events and visits.

Ministry Team, Ministry Area Council (trustees) and local churches

Support and facilitate the work of the Ministry Area. Administer the Ministry Area diary. Attend a weekly meeting with the Ministry Team. Assist and facilitate the work of the Ministry Team. Support the day-to-day work of the Local Church Committees and, specifically, to act as Secretary to the Ministry Area Council (assisting with the preparation of papers and then taking minutes of meetings)

General office tasks

Prepare monthly rotas for church services and coordinate the distribution of materials to the Heritage Coast churches (this includes distribution of a weekly email circulation of services and forthcoming events, along with hard copies of service leaflets in advance of each Sunday). Assist with preparation and printing of materials for services and events held across the Ministry Area.

General church enquiries

Act as first point of contact for routine parish enquiries regarding weddings, baptisms and funerals, and liaise with other providers (such as funeral directors) to book in clergy and services in churches. Work with the clergy to conduct initial meetings with couples seeking to be married, ensuring that they satisfy necessary legal and Church in Wales criteria.

Finance

Prepare and send invoices as required/requested, and send copies to either the Ministry Area Treasurer or relevant church treasurer to track payments. Complete Gift Aid spreadsheet and online HMRC claim every quarter. Act as additional signatory on the Ministry Area bank account for online banking. Bank cash and cheques. Hold the Ministry Area bank card. The role will include some finance tasks, for example, the administration of grants and gifts, data entry, Ministry Team expenses and control of office petty cash.

Overall

Whilst specific tasks relate to the Administrator's skill-set, the successful candidate will be given space and responsibility develop this role as a key member of the Ministry Team. A positive and team approach is essential, with the Administrator role being recognised across the whole Ministry Area.

Person Specification

Attributes	Essential	Desirable
General	<ul style="list-style-type: none"> ▪ An enthusiastic team player, able to work with empathy, discretion and confidentiality ▪ Able to build and maintain excellent relationships ▪ Strong verbal, reasoning and written communication skills 	<ul style="list-style-type: none"> ▪ Full Clean Driving License
Experience	<ul style="list-style-type: none"> ▪ Experience of working effectively in an administrative capacity ▪ Polite and courteous. Working and communicating professionally to ensure the provision of excellent administrative support services ▪ Effective calendar management ▪ Basic finance experience ▪ Experience of working with website maintenance and a willingness to develop these skills further 	<ul style="list-style-type: none"> ▪ Experience of supporting higher level financial operations ▪ Experience of website design and development
Knowledge, skills and abilities	<ul style="list-style-type: none"> ▪ IT literate, with experience of Microsoft 365 Office packages - Word, Excel and databases ▪ Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines. An organised approach to work and the workplace. ▪ A hands on and persistent approach to following through on enquiries and all duties ▪ Ability to attend a variety of meetings, supporting arrangements for timely collation and circulation of papers, attending meetings to take notes of meetings and producing succinct minutes. 	<ul style="list-style-type: none"> ▪ Knowledge of the Welsh language or a willingness to learn further

<p>Personal Qualities</p>	<ul style="list-style-type: none"> ▪ Sympathy with the ethos, aims and mission of the Church in Wales, and passionate about working for an organisation who seeks to improve lives ▪ Committed to delivering excellent administrative services setting standards for delivering high quality work and managing own workload ▪ Resilient, calm and methodical under pressure ▪ Ability to show empathy and sensitivity towards others ▪ Willingness to travel throughout the Ministry Area to meetings and events and able to work flexibly, including occasional evening and weekend work ▪ A polite, courteous and trustworthy individual with strong communication and interpersonal skills 	<ul style="list-style-type: none"> ▪ Communicant member of the Church in Wales or a church in communion with the Church in Wales
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Terms and Conditions

Location: The Ministry Area Office which is situated at St Illtud’s Church in Llantwit Major. In line with the principles of flexible working, the post holder may work from home when required. The post holder may be expected to travel across the Ministry Area in connection with their duties.

Benefits: Salary is paid monthly at the level of the Real Living Wage (currently £12 per hour from 1st April 2024). The post holder will be eligible to join a work-based pension scheme. Expenses will be reimbursed in line with Ministry Area policy.

Status of post: Permanent (following a 6-month probationary period).

Hours of work: Part time (27 hours per week). Daily hours are 9.00am – 2.30pm when the Ministry Area Office is open, although there is flexibility with this. The post holder will be expected to work some flexible hours, including occasional evening and weekend work. Overtime is not payable but an equivalent amount of time off in lieu may be taken.

Leave allowance: 20 days FTE per annum plus Bank Holidays, rising by one day per annum to a maximum of 25 days.