

## ROLE DESCRIPTOR

<b>JOB TITLE:</b> Administrative Assistant- Programme Office (0.6FTE)
<b>REPORTS TO:</b> Head of Programme Management and Strategy Support
<b>DEPARTMENT:</b> Programme and Strategy
<b>PURPOSE OF ROLE:</b> To support the effective running of the diocesan Programme Management Office

### KEY ACTIVITIES & RESPONSIBILITIES:

The Administrative Assistant will play a key support role in the effective running of the programme management office and its coordination.

- To coordinate the timely meeting set ups and collection for project reporting and general data collection, including (but not limited to) quarterly reporting processes, annual strategy impact evaluation, risk reporting and general project updates
- To act as a first point of contact for the Programme Office, including in managing the Programme Office email account
- To update the Mission Community monitoring spreadsheet, as directed by the Head of Programme Management.
- To support the Head of Programme Management and Project Manager in programme and project management activities, as appropriate.
- To work within the Diocesan Programme Management processes
- To answer routine correspondence and take minutes where required
- To work collaboratively across other administrative support roles to ensure continual provision of administrative support and cover/extra capacity is provided where appropriate.
- To undertake other duties that, from time to time, may be required

<b>FINANCIAL IMPACT ( How much and for what )</b>	<b>NETWORK ( Key people with whom the role liaises and for what purpose )</b>
N/A	<p><b>INTERNAL :</b> Head of Programme Management, other PMO staff, Diocesan Secretary, administrative colleagues in various internal teams, Archdeacons.</p> <p><b>EXTERNAL :</b> Colleagues doing similar work in other (Northern) dioceses and relevant national agencies and networks.</p> <p><b>NOMINATED DEPUTY (where applicable):</b>N/A</p>

## PERSON SPECIFICATION

ESSENTIAL CRITERIA		DESIRABLE CRITERIA	
TECHNICAL COMPETENCE			
Technical Skills & Qualifications			
<ul style="list-style-type: none"><li>• Good standard of educational achievement</li><li>• Highly competent in Microsoft Office</li><li>• Good standard of literacy</li><li>• Good written and oral communication skills</li></ul>		<ul style="list-style-type: none"><li>• Ability to travel around the Diocese</li><li>• Foundation level project management qualification e.g. PRINCE2 Foundation,</li></ul>	
Knowledge & Experience			
<ul style="list-style-type: none"><li>• Knowledge of office procedures</li><li>• Experience of collecting data for monitoring purposes</li><li>• Ability to communicate confidently with individuals both within and outside the organisation</li><li>• Ability to create and maintain administration processes and systems</li><li>• Ability to multi-task and prioritise workload</li><li>• Experience of minute taking</li></ul>		<ul style="list-style-type: none"><li>• Recent experience of using IT to support remote-working, collaboration, and event planning</li><li>• Experience of working in a Programme Management Office (PMO) or project environment.</li><li>• Awareness of The Church of England and its structures</li></ul>	
BEHAVIOURAL COMPETENCE			
<ul style="list-style-type: none"><li>• Committed to working collaboratively with others</li><li>• A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period.</li><li>• Willingness to support others who are not familiar with project management methodologies.</li><li>• Adaptability, a positive attitude to change and a willingness to learn.</li><li>• Willingness to travel around the Diocese, with access to a vehicle for work purposes.</li></ul>			

<b>Benefits</b>	
<b>Salary</b>	£23,668.00 FTE 0.6 - 21 hours per week
<b>Pension</b>	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
<b>Car</b>	mileage paid at 45ppm
<b>Office Provision</b>	office space in Church House, Penrith
<b>IT &amp; Mobile phone</b>	laptop and smartphone with remote access to email
<b>Working Expenses</b>	fully-funded as appropriate
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• 34 days annual leave incl bank holidays (pro-rata for part time employees)</li> <li>• 35 hrs a week flexi-time system in operation time off in lieu for additional hours worked</li> </ul>
<p>Any offer of employment is subject to:</p> <ul style="list-style-type: none"> <li>• Two references (one must be current employer)</li> <li>• Health Check</li> <li>• Right to work check</li> <li>• Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded)</li> </ul>	