Grasmoor Mission Community Administrator Churches Role Description

Statement of Commitment to Safeguarding and Safer Recruitment

At the Diocese of Carlisle, we are dedicated to providing a safe, nurturing, and inclusive environment for all members of our community, especially children, young people, and vulnerable adults. Our commitment to safeguarding and safer recruitment reflects our core values and mission to uphold the highest standards of care and protection.

Safeguarding Commitment

We recognise our responsibility to protect and promote the welfare of everyone in our care. To this end, we pledge to:

- **Create a Safe Environment:** Ensure that all our premises and activities are safe and welcoming.
- **Promote Awareness:** Regularly educate and train our staff, volunteers, and congregation about safeguarding issues and practices.
- **Act Responsibly:** Promptly address any concerns or allegations of abuse, following our established procedures and legal obligations.
- **Support Victims:** Provide pastoral care and support to those affected by abuse.

Safer Recruitment Commitment
We believe that safeguarding starts with robust recruitment processes. We follow the Church of England guidance on safer recruitment and people management, and through this we commit to:

- **Rigorous Vetting:** Implement thorough background checks and screening for all staff and volunteers working with vulnerable groups.
- **Clear Policies:** Maintain clear policies and guidelines for recruitment, ensuring all roles have defined safeguarding responsibilities.
- **Continuous Training:** Provide ongoing safeguarding training and resources to ensure all personnel are aware of their roles and responsibilities.
- **Regular Reviews:** Continually review and improve our recruitment practices to uphold the highest safeguarding standards.

By adhering to these commitments, we strive to create a community where everyone feels safe, valued, and supported. We welcome any feedback or concerns and encourage open communication to maintain our high standards of safeguarding and care.

ROLE DESCRIPTOR

JOB TITLE: Grasmoor Mission Community Administrator (0.5 FTE)

REPORTS TO: Team Rector, Cockermouth Area Team

PURPOSE OF ROLE:

To enable local mission and ministry and resource clergy and lay leaders by maintaining, improving and developing our administrative and operational systems.

PLACE OF WORK: GMC Office, Christ Church, South Street, Cockermouth
The post holder may choose to work from home part of the time by negotiation.

KEY ACTIVITIES & RESPONSIBILITIES:

Key roles – administrative

- To organise the Grasmoor Mission Community Office, ensuring that equipment is maintained and supplies replenished
- To set up and use iKnow Church to maintain a GDPR compliant database of contacts and information to facilitate all aspects of our work
- To be a first point of contact for incoming enquiries received by phone, email or via iKnow Church or A Church Near You and pass these to the appropriate member of the clergy or other person
- To administer the occasional offices including baptisms, weddings, funerals, banns, interment of ashes, memorial services, thanksgivings and blessings, and to handle the fees for these
- To administer room bookings and process invoices for Christ Church Cockermouth and other churches
- To act as the DBS administrator and data controller for the Mission Community, initiating DBS renewals, monitoring safeguarding training, safely recruiting workers and keeping records up to date, in liaison with Parish Safeguarding Officer
- To prepare and circulate the weekly Staying Connected news sheet
- To produce photocopying of service sheets, teaching materials and publicity
- To minute meetings if needed

- To bulk purchase sacristy and other supplies for the churches, including Fair Trade and eco products
- To organise events such as the annual Grasmoor Mission Community Gathering Day, attending in person if needed
- To undertake other related duties as required

Key roles – operational

- To oversee safeguarding across Grasmoor Mission Community, by ensuring safeguarding policies are up to date and information is displayed appropriately in local churches and on websites, by supporting Parish Safeguarding Officers to complete Parish Safeguarding Dashboards and Safeguarding Hubs and by stepping in as the functional Parish Safeguarding Officer where a small church has no one suitable to fill the post
- To resource parishes so that PCC accounts are published and collated in line with statutory and diocesan requirements, assisting with parish share communications between PCCs and the Diocese to support the Mission Community Treasurer in financial administration and reporting
- To identify income-generating opportunities, facilitating collaborative fundraising and grant applications aligned with strategic goals and developing business cases for Mission Community initiatives where appropriate

PERSON SPECIFICATION

Qualities	Essential	Desirable
Knowledge and understanding of the Church of England or willing to learn	X	
Excellent communication skills both written and oral	X	
A qualification in business administration, office management or a related field		X
Proficient with Microsoft Office software (Word, Excel, PowerPoint), email platforms, and calendar management tools	X	
Familiarity with database systems (we use iKnow Church), data entry and record keeping	X	
Skills in document preparation, minute taking and letter writing	X	
Skills in desktop publishing (we currently use Canva, or other platforms may be used)		X
Competent with online media, including website design and maintenance and Facebook		X
Skills in events coordination and logistics management	X	
Experience in financial control and accounting, especially in the charity sector		X
Experience in fundraising or income generation including grant funding and reporting.		X
Knowledge and understanding of Church of England safeguarding requirements or willing to learn	X	
A 'people person', able to engage easily and build trust with a wide range of people and organisations	X	

A collaborative worker who enjoys being part of a team	X	
Able to work calmly under pressure, seeking solutions and managing expectations	X	
Willing and able to work flexibly across the whole week		X
Full driving licence and own car	X	

Benefits	
Salary	£32,749 FTE (£16,374.50) Pro rata – 17.5 hours per week. Salary as of 1st January 2027. The post holder will be employed through the Carlisle Diocesan Board of Finance. 17.5 hours per week - distribution of hours capable of variation as agreed between the post holder and line manager (from week to week, if required).
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
IT & Mobile phone	laptop and smartphone with remote access to email
Working Expenses	agreed expenses of office will be paid
Other benefits	34 days annual leave including bank holidays (pro-rata for part time employees)

Any offer of employment is subject to:

- Two references (one must be current or most recent employer)
- Health Check
- Right to work check
- Enhanced DBS check and Church of England Declaration form (if the DBS or declaration form are not completed the offer of employment will be rescinded)