

EMPLOYER: Portsmouth Diocesan Board of Finance (PDBF)

JOB TITLE: Receptionist/ Administrator EVALUATION GRADE: 10

BACKGROUND

The strategic framework for the diocese is established in our *Live/Pray/Serve* strategy which sets out the priorities for the diocese. Through these commitments, we plan for the diocese to grow in depth, impact and number. All work to fulfil those commitments is driven and informed by our diocesan values of being courageous, collaborative, generous, resourceful and pioneering. Those values shape how we approach our work both collectively and as individuals.

PRIMARY PURPOSE

To be responsible for Reception, hospitality and admin support to the Resources and Strategic Implementation Team.

To provide admin support for the other teams when capacity allows.

RESPONSIBILITIES & PRINCIPAL TASKS

1. To be responsible for reception duties, hospitality and dealing with routine enquiries.
2. To maintain the office stationery supplies and to agree, with the Executive Assistant, expenditure from the stationery budget.
3. To sort the incoming post and answer reception phone.
4. To co-ordinate the booking of the conference room including bookings by outside users.
5. To act as cover property administrator when required including routine enquiries, issuing of works orders and processing of invoices for the pay run using Propman, liaison with contractors and clergy.
6. To provide administrative support to Synod & the Office Services Support manager for Synod elections, clergy stipends, electoral registrations and roll.
7. To assist with the statistics for mission and finance, providing parish administrators with passwords for the online system and assistance to get the parish returns completed.
8. To provide labels for the diocesan newspaper (the Pompey Chimes) for distribution.
9. To assist in the updating of the diocesan database.
10. To organise the office reprographic facilities including the co-ordination of outside users.
11. To assist the Stewardship Adviser by inputting data relating to the gift aid and tax recovery scheme to the donations co-ordinator software and liaising with parishes as required.
12. To provide general secretarial services for the resources section.
13. To provide general office administration such as filing, photocopying, information collection and distribution etc.

courageous | collaborative | generous | resourceful | pioneering

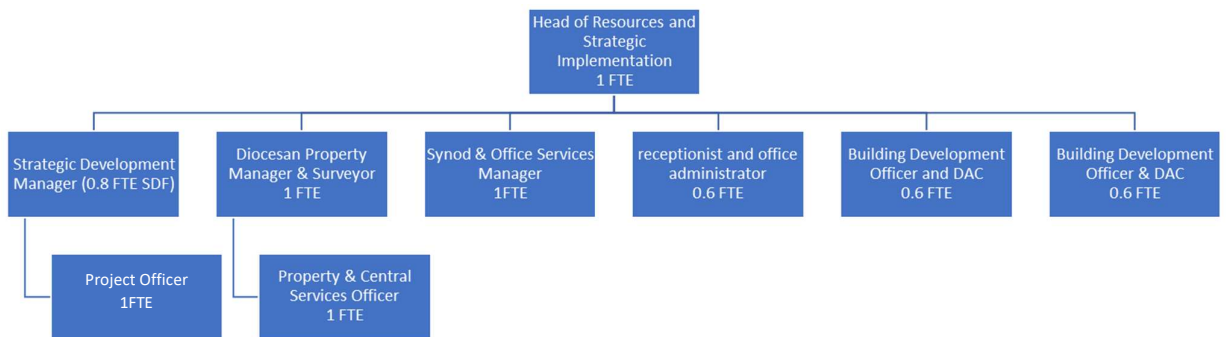
14. To provide administrative support, referring cases as directed by the DAC Secretary.
15. To act as cover minute secretary to other committees as required to cover staff sickness and holiday.
16. To regularly sort and scan archive documents held on file.
17. To undertake any other task as requested by the Head of Resources and Strategic Implementation.

ACCOUNTABILITY

Accountable to the Head of Resources and Strategic Implementation.

AUTHORITY

ORGANISATIONAL STRUCTURE & RELATIONSHIPS



Key Collaborations:

COMMITTEE ROLES & RESPONSIBILITIES

N/A

LINKED & ASSOCIATED ROLES

N/A

PERSON SPECIFICATION	ESSENTIAL / DESIRABLE
Qualifications required:	
Experience of general office administration procedures including reception work and filing.	Essential
Computer literate (Microsoft Word, Excel & Outlook)	Essential
Computer literate (Microsoft PowerPoint, Access & Publisher)	Desirable
Skills and Knowledge	
Good communication skills, both written and oral.	Essential
Ability to prioritise use of time and resources.	Essential
Organisation skills.	Essential
Self motivation.	Essential
Knowledge of the Church of England.	Desirable
Personal Qualities	
Articulate.	Essential
Sense of humour.	Essential
Helpful and approachable.	Essential
Uses diplomacy, sensitivity and discretion.	Essential
Ability and commitment to work flexible and collaboratively with colleagues as part of a team.	Essential
General Reasoning Ability	
Quick to grasp essentials.	Essential
Numerate and literate.	Essential
Able to relate to individuals at all levels.	Essential
Attention to detail.	Essential
Ability to use initiative and common sense.	Essential
Other Factors	
Ability to work to deadlines.	Essential
Sympathetic to the views and beliefs of the Church of England.	Desirable