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| Job profile |  |
| Job title | Executive Assistant to the Director of Ministry & Discipleship and the Ministry & Discipleship Team |
| Team | Ministry & Discipleship |
| Reports to | Director of Ministry & Discipleship |
| Principle Location | Peninsular House, Portsmouth |
| Travel required | Occasionally within the Diocese |
| Work pattern / hours | Part time or full time anywhere from 24-35 hours  Mon- Fri  Very occasional weekend and evening work |
| DBS check required (Yes/No) | No |
| Special conditions of employment | Permanent |
| Date written/updated | November 2024 |
| Start Date | Q1 2025 |

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| Role context |
| The Diocese of Portsmouth (Church of England) covers Portsmouth, south-east Hampshire and the Isle of Wight. It has a population of 788,000 and embraces a wide range of geography and demographics.  The Diocese of Portsmouth has been awarded £5.3m by the Church of England’s Strategic Mission and Ministry (SMMI) board to support delivery of its £8.75m rejuvenate strategy (Rejuvenate).  Our diocesan-level vision and strategy provide a framework for the life and ministry of parishes, chaplaincies, and deaneries of the diocese. It speaks of a diocese longing to be “a rejuvenating community of Jesus-centred, Kingdom-seeking disciples”.  As a diocese we have been inspired by a vision of Christ’s Body, the Church. A prayerful community which seeks God’s Kingdom in and for the world. A community where older people are treasured as the Church of *today* (rather than yesterday) and younger people find their place and voice as the Church of *today* (rather than of tomorrow).  Over the past 2 ½ years we have seen the extraordinary growth of Anna Chaplaincy within our diocese. By God’s grace we trust this vital ministry will go from strength to strength in the years ahead. Rejuvenate, and the investment which has now been awarded to support it, applies our collective focus and energy to the challenge of connecting with younger generations *that they might discover Jesus Christ and the Kingdom for themselves*.  So, as a diocese we would like to double the number of children and young disciples in our churches and ensure there is a thriving ministry to children and young people within reach of every household across south-east Hampshire and the Isle of Wight. We want to reverse the decline in attendance and to equip and encourage clergy and lay leaders in prayer and discipleship.  Our strategy for delivering Rejuvenate includes three main elements:   * to **REVIVE** the well-being and spiritual leadership of our diocese by growing a host of little communities (‘Cairns’) which create space for God’s Holy Spirit by prayerful reading of scripture, eating and studying together * to **REVITALISE** and encourage our churches, to create pathways by which those currently unconnected to church can connect with the Christian message and make their journey towards becoming committed disciples. * to **RENEW** the Church in areas where it currently has little presence, including the planting of new congregations and worshipping communities. Some of this work has already begun, with church planting over the past eight years creating new and growing churches in central Portsmouth, Southsea, Gosport, and Ryde. Hundreds of children, young people, students, and young families have joined thriving congregations at Harbour Church in Portsmouth, St Margaret’s in Southsea, Haven Church in Gosport, St Mary’s in Rowner, and All Saints in Ryde.   The new investment will allow us to expand this work, and to start new projects that aim to rejuvenate our diocese, including:   * **Cairns**, a network of sustaining and inspirational little communities meeting regularly to pray, break bread and to encourage one another in ministry. * **Pathways to discipleship**, in which parishes will be given funding to create ways of engaging their communities and equipping new disciples for mission. * **Choir Church**, a way that churches can use a love of singing to create new worshipping communities. * **Flourish**, the creation of midweek, voluntary, worshipping communities for children and families, based in their schools. * **Mission projects** in Paulsgrove and Leigh Park, to create new worshipping communities with young people and families as the heartbeat of each congregation. * **Church plants,** both in urban Portsmouth and suburban Fareham, moving towards a worshipping community in the new major development of Welborne; and * **Training in youthwork from Youthscape**, establishing expertise and new leaders to work with children, families, and young people.   **The Ministry & Discipleship Team is a key central team helping our parishes and schools locally in fulfilling this vision and implementing this strategy.** See Team Organogram at the end of the document. |

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| Role purpose and objectives |
| To act as EA to the Director of Ministry & Discipleship and to provide administrative services to the whole Ministry & Discipleship team within the context of the section’s responsibilities, as determined by the Director of Ministry and Discipleship. |

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| Key responsibilities |
| To be EA to the Director of Ministry & Discipleship and to provide administrative services to the Ministry & Discipleship team.  To organise the Director of Ministry & Discipleship’s diary, meetings, emails and other correspondence; to reply to correspondence and telephone messages on the behalf of the Director.  To provide administrative services for the Director and the wider team:   * Arranging meetings, assisting with the preparation of papers, taking and producing minutes and writing up notes as required. * Participating in the planning and implementation of the team’s work programme. * The booking, publicity and organising of training events, including making practical arrangements for conferences and training courses and providing support for the team during training events * To ensure the provision of hospitality for visitors to the Ministry & Discipleship team.   To establish and maintain appropriate databases for training.  To maintain financial records in connection with the Section’s activity programme, and to undertake other necessary administrative tasks related to these activities.  The oversight and completion of administration for readers and other licensed lay ministries including preparation of new licenses, relicensing, DBS checking and safeguarding administration.  Maintaining the list of Spiritual Directors and associated administrative paperwork, safeguarding checks and database.  To engage in in-service training, related to delivery of job description and in the context of performance appraisal.  To undertake any other tasks and specific projects as may reasonably be required by the Director of Ministry & Discipleship. |

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| Essential skills, knowledge and experience required for the job |
| **Qualifications required:**  Recognised qualification (or demonstrable competence) in ICT skills, including managing emails, word-processing, producing publicity materials, spreadsheet creation and editing, power point presentations, and database creation and management  **Key skills:**   * Ability to work on own initiative in the design and delivery of administrative procedures. * Ability to manage and prioritise administrative work and maintain financial records. * Ability to work confidentially within a complex and sensitive framework of relationships. Competence in relating to candidates, ordinands, parish clergy and other professional colleagues. Ability to be flexible and work under pressure. * Ability to publicise and organise training conferences and events, and to assist with support during events   **Teamwork:**   * Ability and commitment to work flexibly, cheerfully and collaboratively with colleagues * To take responsibility for the organisation of administration and hospitality.   **Other Factors:**   * Ability to respect confidentiality and discretion where required * Willingness to travel to occasional off-site meetings and training events, and to be flexible with working days to support diocesan training * Sympathetic to views and beliefs of the Church of England. There will be exposure to worship and prayer in some meetings and events. |  |

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| Work expectations |
| * Working hours are 24- 35 hours a week usually anytime between 8am-6pm, Monday – Friday. Open to negotiation and your circumstances. * The Diocesan office will be the working base alongside colleagues in the Ministry & Discipleship Team * In negotiation with your line manager, we realise that sometimes it may be helpful to work from home depending on the tasks of the day * There will be very occasional evening and weekend working. TOIL can be taken for these. |

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| Remuneration |
| £26-£28k with an increase following successful completion of probationary period  25 days holiday plus bank holidays  Pension scheme |

Organogram on the next page – please note that you will not have any administrative responsibility for those positions in red. Those positions in green work away from the office and would not require administrative support.