

JOB DESCRIPTION – Lay Ministry Administrator

Job profile	
Job title	Lay Ministry Administrator
Team	Ministry and Discipleship
Reports to	Lay Ministry Discipleship Officer and Lead for Revive
Principle Location	Peninsular House, Portsmouth
Travel required	
Work pattern / hours	Full time 35 hours Mon-Fri
DBS check required (Yes/No)	
Special conditions of employment	There is a Genuine Occupational Requirement for the post holder to be a practising Christian of a denomination which is a member of Churches Together in Britain and Ireland in accordance with Schedule 9 to the Equality Act 2010. This post is open to both clergy and lay applicants Fixed Term 3 years
Date written/updated	16 th December 2025
Start Date	TBC

Role context

The Diocese of Portsmouth's 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

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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

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- **Training in youthwork from Youthscape**, establishing expertise and new leaders to work with children, families, and young people

Role purpose and objectives

Part of the implementation of this strategy and vision is the discipleship and ministry of lay people, and particularly the development of lay ministry training within and across the Diocese.

Alongside the support and development of our existing Licenced Lay Ministry (LLM) pathway, we will be further resourcing locally discerned ministries and launching a new Authorised Lay Ministry (ALM) programme. The new ALM programme is designed to be accessible and flexible, whilst building a strong sense of shared journey, and an openness to formation and ongoing discernment. Collectively, these will seek to equip local churches with lay leaders in a variety of specialist ministries, build teams, and increase capacity for mission and ministry. We will equip lay leaders with theological frameworks and practical skills to enable them to exercise a variety of ministries in their local churches, chaplaincies and beyond and to fulfil what God is calling them to be and do.

Central to this is the launch and development of a Virtual Learning Environment (VLE) that will become our Diocesan Learning Portal. This portal will ensure easy access to learning materials and resources, and will develop a range of learning approaches and methodologies to make the course materials accessible, flexible, attractive and purposeful.

The post-holder will work within the Revive team, providing administrative support to core team staff, students, candidates and prospective applicants on new and developing lay ministry programmes. They will oversee the administration of the portal, student enrolment and the upload and management of programme material.

Key responsibilities

Administration & Support

- To devise, maintain and develop administrative processes and office systems that provide administrative support to the Lay Ministry Discipleship Officer, Warden of Readers, Lead for Revive, and Diocesan Director of Ordinands and Vocations, with regard to candidates for Authorised and Licenced Lay Ministry
- Enrolment and Admission of new candidates and students for Licenced and Authorised Ministry Programmes

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- To monitor and record recruitment and application of new students/candidates
- To maintain and develop the recording and maintenance of student/ministry status and data, in accordance with current GDPR regulations, ensuring all files and confidential material relating to individuals are stored in the appropriate area of the electronic and required paper archive
- Monitor the DBS and Safeguarding status of candidates, students, and lay ministers, advising when renewal is needed and liaising with the safeguarding team as required
- To survey and monitor participant satisfaction statistics for all non-accredited training resources and programmes
- Taking and circulating minutes of meetings as required

Learning Portal Administration & Support

- Administer registration and access to learning portal users and programme groups
- Oversee the uploading of programme material and course resources as supplied by the to Lay Ministry Discipleship Officer and Tutor/Teaching staff
- Respond to users' queries on functionality
- Receive feedback on functionality of the learning portal from learners and tutors and implement solutions
- Propose improvements and developments of the learning portal
- Resolving issues and liaising with the platform suppliers where issues need to be escalated or changes made

Learning Portal User support

- Ensure all learners have easy access to relevant training resources
- Support tutors to populate the learning portal and other learning platforms as appropriate
- Train and support administrative staff involved with delivery of learning

Essential and desirable skills, knowledge and experience required for the job

Attributes	Essential	Desirable
General	<p>Good communication skills, both written and verbal, with experience of communicating effectively</p> <p>Experienced administrative and organisational skills</p>	

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	Excellent interpersonal skills and the ability to deal with people at all levels Excellent IT skills appropriate for the administration of the Learning Portal (further training will be provided as necessary) Attention to detail, accuracy and thoroughness	
Qualifications and Training		
Experience	Experienced administrative and organisational skills	Experience in the use and administration of Moodle and/or other Virtual Learning Platforms
Knowledge, skills and abilities	Knowledge and Experience of Microsoft Office, SharePoint etc	Knowledge of the Church of England, its structures and processes
Personal Qualities	A team player who can take the lead as required and work effectively with volunteers Good team member and a sense of humour	

Organisational structure & Relationships

Reports to:

Key Collaborations:

Remuneration

The role is remunerated at around £- £ p.a. (full time equivalent, pro-rated for part-time working)

25 days holiday plus bank holidays (full time equivalent, pro-rated for part-time working)

Pension scheme

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First Floor, Peninsular House, Wharf Road, Portsmouth PO2 8HB • 023 9289 9650 • portsmouth.anglican.org • @CofEPortsmouth

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