

Role Title: Pastoral Secretary, Church Buildings and Pastoral Department

ROLE PURPOSE: To assist and support operationally the Head of the Church Buildings and Pastoral Department to facilitate and ensure the smooth running of the Department. The Pastoral Secretary will deliver the work relating to pastoral matters, much of which is required by statute. The postholder will be a visible and engaged member of the team, liaising with parishes, clergy and volunteers as well as Diocesan Office colleagues.

Accountabilities	Measures of success	What you need to know
<p>Reports to: Head of Church Buildings and Pastoral</p> <p>Role description</p> <ul style="list-style-type: none"> • First point of contact for all pastoral matters and both Archdeaconry Mission and Pastoral Committees (ADMPCs). • Secretary to ADMPCs including management of the relevant administrative processes, servicing of meetings, preparation of paperwork relating to pastoral schemes, orders and suspensions in accordance with defined timescales. • Secretary to the Church Uses sub-Committee and the Board of Patronage sub-committee, arranging meetings and papers, and ensuring effective liaison with ADMPCs. • Liaise with departmental colleagues and Archdeacons to ensure pastoral committee meeting dates are effectively co-ordinated with other departmental meeting dates. • Keeping the constitution and membership of each ADMPC under review and updating as required. • Encourage the Chairs of ADMPCs to report back to Bishop's Council. • Liaising throughout pastoral processes with the Church Commissioners, Registry, Patrons, PCCs and the Bishop's office as appropriate. 	<ul style="list-style-type: none"> • Achieving deadlines • Feedback • Strength of relationships • Regular 1:1 discussions and annual appraisals 	<p>Qualifications:</p> <p>Bachelor's level degree or at least five years work experience in a related area.</p> <p>Skills and experience</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Excellent administrative, organisational and communication skills • Commitment to the work of the Church of England and the Diocese of Ely • Good IT skills and computer literacy (Microsoft Office) • Proven ability to manage time effectively and to meet deadlines • Ability to work on own initiative (within agreed protocols) • Experience of working successfully with a wide and diverse range of people

<ul style="list-style-type: none"> • Ensuring that all electronic records relating to the pastoral office are updated and that changes are made to the Diocesan website and database, as appropriate. • Maintaining a comprehensive database of pastoral orders, pastoral schemes, the register of patrons, suspension notices and other salient information pertaining to the parish/benefice/deanery structure, in all cases working closely with the Archdeacons' office and the Diocesan Registry. • Preparing detailed proposals for pastoral reorganisation and Bishop's pastoral orders in the light of requests from deaneries and parishes and guidance from the Bishop, Archdeacons, Registrar and Diocesan Secretary and to advise and consult the interested parties (including patrons, deanery representatives, parochial clergy, PCCs and others) in following the formal consultation procedures laid down in the Mission and Pastoral Measure 2011, and to work with the Church Commissioners' Pastoral Division to draft and publish Pastoral Schemes and Orders in line with the Mission and Pastoral Measure and Code of Practice. • Maintain records of suspended benefices in the Diocese and ensure the relevant formal consultation procedures are followed in relation to new suspensions, renewals and terminations, and to prepare and circulate the Bishop's Notices of Suspension accordingly. • Development of clear and practical channels of communication including through the regular review and overhaul of information and guidance regarding pastoral matters including precedent and template correspondence 		<p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge and understanding of the appropriate Pastoral regulations, legislation and codes of practice <p>Attributes and aptitudes</p> <p>Essential:</p> <ul style="list-style-type: none"> • Self-motivated and intuitive • Strong analytical and problem-solving skills • Strong attention to detail and accuracy • Excellent telephone and interpersonal skills
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<p>and website content and guidance notes regarding the work of the Pastoral Department.</p> <ul style="list-style-type: none"> • Act as Designated Officer for the Patronage (Benefices) Measure 1986 and manage the appointments and vacancies process, ensuring all information is provided to the Bishop, Archdeacons, patrons and PCCs in line with prescribed timescales. 		
<p>GENERAL RESPONSIBILITIES</p> <p>In co-operation with other members of the Church Buildings and Pastoral Department to assist in maintaining the administrative systems and processes of the department.</p> <p>The post holder will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing financial processes, health and safety, data protection, confidentiality, equal opportunities and child protection. In this regard, the post holder will be expected to:</p> <ul style="list-style-type: none"> • Work in a confidential and sensitive manner in all areas of their work; • Maintain and encourage good relationships with immediate colleagues, other Diocesan staff, the Church Commissioners, Registry and other external contacts; • Actively participate in supervisory and appraisal processes; • Actively participate in appropriate professional development and to keep up-to-date with relevant developments in their area of work; 		<p>How you act</p> <ul style="list-style-type: none"> • Take personal responsibility for their performance. • Be an effective member of the team. • Look for new ways of working effectively. • Adapt positively to changing demands. • Be constructive and flexible. • Enthusiasm and energy • Self-confidence • Deal with colleagues and others courteously at all times. • Reliability

- Support the ethos, aims and objectives of Christianity, the Church of England and the Diocese (please note that the holding of any particular faith is not a requirement of the post).

The post holder may from time to time be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment to meet the changing need of the Department and the Diocese following appropriate consultation.

Agreed by Job holder:

Agreed by manager:

Review date: