



HUYTON DEANERY

VACANCY

Job title	DEANERY OPERATIONS LEAD AND ADMINISTRATOR
Hours/salary	20hrs per week / £15 per hour
Main Function	To provide efficient and high quality day to day leadership of the operations of Huyton Deanery including administrative support to deanery officers and two parishes. This role is key to our deanery being able to function and develop in line with the diocesan vision for deaneries where churches work collaboratively, sustainably and focused on missional growth.
Main tasks 1-10 indicate roles supporting the wider deanery. It is envisaged these will take up half 50% of hours. Most of these will be based in St Gabriel's Office, however there will be around nine evening meetings a year (weekdays to include meetings of the Deanery Leadership Team and Deanery Pastoral Committee & on three Sunday evenings, Deanery Synod) which the operations lead and	<ol style="list-style-type: none">1. Administer and develop of Huyton Deanery Academy, including management of Eventbrite and academy diary, booking venues, administration of payments and certification.2. Administer the Huyton Deanery Mission and Growth Funds Small Grants Programme, including record keeping, liaison and decision making via the Deanery Leadership Team, communications with parishes and clergy3. Provide admin support to the Deanery Synod and Deanery Leadership Team including taking minutes at meetings, keeping financial records, meeting with the area dean, lay dean and pastoral dean in advance of meetings to set agendas, circulating agendas, draft minutes, budget updates and other required paperwork in advance of meetings.

<p>administrator will be expected to attend.</p>	<ol style="list-style-type: none"> 4. Provide admin support to the Deanery Pastoral Committee including taking minutes at meetings, keeping financial records, meeting with the area dean, lay dean and pastoral dean in advance of meetings to set agendas, circulating agendas, draft minutes and other required paperwork in advance of meetings. Liaising with the Diocesan Pastoral Committee as required. 5. Providing admin support to the Deanery Schools and Youth Worker as required (for example conferences and other training) & administering Deanery Youth Group Budgets 6. Maintain an up-to-date deanery directory 7. Maintain the accuracy of the deanery website and social media 8. Be a general point of contact for suppliers to the deanery 9. From time to time produce service booklets for deanery services 10. Be present in the St Gabriel's Office (and in other places, as agreed in advance) at an advertised time each week to receive phone calls / manage the answerphone.
<p>The following roles are in addition to the wider deanery tasks, and focus on supporting the area dean and two parishes within the deanery. Together it is envisaged these roles will take up 50% hours.</p>	<ol style="list-style-type: none"> 11. Provide admin support to the area dean including a weekly meeting, diary management, expenses claims, phone calls, emails etc (3hours per week) 12. Provide admin support to the office of St. Gabriel's Church, Huyton Quarry including diary, production of a weekly eBulletin, meeting with the ministry team once every six weeks to agree and produce a rota, provide admin support to other church officers as required. Provide support to the financial team (record keeping, GASDS processing, PGS administration), letter writing with and on behalf of the clergy as required. Phone calls and emails. Office supplies procurement. (4hours per week)

	<p>13. Provide admin support to the office of St. Michael's Church, including diary, and sending information for production of a weekly eBulletin, liaising with the ministry team to agree and produce a rota, provide admin support to the interim minister, the Admin WhatsApp group and other church officers as required. Phone calls and emails. (3hours per week)</p>
Statutory Leave	112 hours including bank holidays
Person Specification	<p>We are looking for someone who has following:</p> <ul style="list-style-type: none"> • Excellent organisational and communication skills • Strong attention to detail • A warm, friendly and welcoming personality • Understands confidentiality and professionalism • Excellent IT skills / Telephone manner • The ability to work under pressure • Open to training and learning new skills
Responsible to:	The Area Dean
Principal location:	The principal location will be St Gabriel's Office with St. Michael's Office as a secondary location. If travel expenses are claimed the starting point would be assumed to be the office appropriate to the activity being undertaken.
General Matters relating to the role / person specification	<ol style="list-style-type: none"> 1. The Deanery Operations Lead and Administrator is an employed role and is paid at the rate of £15 per hour before statutory deductions. Payment is made monthly by bank transfer. 2. Working hours – by arrangement with the Area Dean, some hours may be completed from home where there is no occupational requirement to be in a specific location (e.g. office or meeting room).

	<ol style="list-style-type: none"> 3. The Deanery Operations Lead and Administrator must be able to travel independently to meetings, with mileage reimbursed at the diocesan rate. 4. The Area Dean is the line manager, but the Deanery Operations Lead and Administrator will be expected to work closely with all deanery officers, and officers of the parishes of St Gabriel's Huyton Quarry and St Michael's Huyton 5. A laptop will be provided for the postholder's deanery use. It is essential that they have excellent MSOFFICE skills, particularly MSWORD and EXCEL, and a familiarity with EventBrite, Canva and Mailchimp would be highly desirable. We would also expect the candidate to help us make full use of emerging resources offered by the national church, for example event ticketing. 6. The job description may be changed at any point with the agreement of both parties. 7. Whilst not a genuine occupational requirement, it is desirable that the postholder be a practising Christian or at least in sympathy with the aims of The Church of England. 8. A pension is available based on the government's auto enrolment scheme. 9. Notice period: 4 weeks by either party. 10. A probation period comprising six months from commencement of the role will be in place.
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There is no application form. Instead applicants are encouraged to send a CV and accompanying letter, stating why they feel they are suitable for this role. Please send to Malcolm.rogers@liverpool.anglican.org

Members of Huyton Deanery come from all walks of life and we are striving to build a team of ordained and lay, paid and voluntary really great people from as wide variety of backgrounds as possible, not just because it's the right thing to do, but because it makes our deanery stronger. If you share our values based on the teachings of Jesus Christ, and have an enthusiasm for churches working efficiently and creatively together, you will find a home in Huyton Deanery.

Shortlisting of applications will take place the week commencing **15th July 2024** with those shortlisted called to interview shortly after that time by arrangement.

A laptop will be loaned to the successful applicant for the duration of their employment.

An appraisal will take place annually, undertaken by the area dean supported by the pastoral dean.

Huyton Deanery is in the process of applying to become a Charitable Incorporated Organisation (CIO). Depending on the processing speed and outcomes of this application, the new operations lead and administrator may be required to work through a period of transition whereby their employer is temporarily a deanery church (which are all charities in their own right). Once the deanery is itself regulated by the charity commission, the post holder will become employed by Huyton Deanery directly.

Funding for this post has been secured for a period of at least two years.