

DIOCESE OF SALFORD

Job Title:	Project Administrator		
Department:	Operations		
Reports to (job title):	Project Officer		
Accountable to:	Chief Operating Officer		
Responsible for:	Establishing, updating and maintaining property compliance data, communication and the provision of high-quality administrative support to the team.		
Key Relationships:	Property team colleagues, finance team, parishes		
Location:	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	Travel Required:	Occasional travel will be required around the diocese. It is desirable but not essential that the post holder has access to a vehicle. If they do, mileage / travel allowance in line with our policies.
Level/Salary Range:	£24,983 per annum (Full time equivalent)	Position Type:	Full time, Permanent (initial 6 months' probation). Part-Time considered
Hours of Work:	28 or 35 hours per week	Holidays	25 days pro rata per annum in addition the diocese has 5 closure days (4 Christmas and 1 Easter) plus UK Bank Holidays

Overview and Job Purpose:

This is an exciting opportunity for a strong administrator to support to Project Officer and Programme Lead to gather and share information and update and develop vital tracking systems and records

We are looking for a team player to join a busy, dynamic environment, who can prioritise and adapt quickly. You will assist with a variety of administration tasks that support our current projects and programmes of work.

You will have the opportunity to experience a broad range of administration work, developing process, resources and tools to engage a variety of stakeholders. You will be able to demonstrate enthusiasm and a flexible approach to your work.

This role will give the right candidate the opportunity to develop their skills and competencies.

The suitable candidate will understand and be sympathetic to the work of the Catholic Church.

Job Description:

Main Responsibilities:

- Assist the team to work efficiently and effectively using systems and processes
- Undertake all administrative work generated by the post including:
 - Maintain project management system, providing information and reports where required.
 - Assisting and advising colleagues across the Diocese regarding procedures and recording and reporting requirements. Checking information for accuracy where required.
 - Creating and maintaining the Property Strategy project library and plans, and file, recording and reporting systems
 - Tracking risk and issue logs and changing control data
 - Tracking of invoices to ensure they are allocated correctly and match works agreed
 - Diary management of organising committees and meetings with clergy and project team throughout the project
- Minute taking Maintain effective project team communication processes.

Other

- To have a proactive approach to development of processes and procedures, supporting the implementation of agreed improvements and changes.
- To undertake any other duties as may reasonably be determined to ensure the effective and smooth running of the department.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent. 	<ul style="list-style-type: none"> • Relevant Business Administration or project management
Experience:	<ul style="list-style-type: none"> • Have relevant, experience working in a similar role or an environment requiring excellent attention to detail. • Experience of developing and maintaining systems and processes. • Experience using Microsoft Word, Excel, Outlook and PowerPoint. 	<ul style="list-style-type: none"> • Experience of minute taking

<p>Knowledge, skills, and abilities:</p>	<ul style="list-style-type: none"> • Excellent organisational and administrative skills • High level of literacy and numeracy skills. • Able to work unsupervised and use own initiative. • Ability to work independently and as part of a team. • Ability to communicate effectively and sensitively with colleagues. • High standard of written communication. • Able to work with sensitivity in a faith environment. 	
<p>Personal qualities:</p>	<ul style="list-style-type: none"> • Ability to project a friendly, professional manner, both in person and on the telephone. • Ability to adopt a flexible approach. • Willingness to learn new skills and rise to new challenges. 	
<p>Other requirements:</p>	<ul style="list-style-type: none"> • This post is subject to a basic check by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to a check by the Disclosure and Barring Service.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate

security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

Environment: The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	HR	Date:	September 2024
Reviewed By:	Project Officer	Date:	September 2024

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Print Name:		Date:	
Signature:		Department/ Parish:	

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