



JOB TITLE: DAC Administrator
LOCATION: Diocesan Office, St. Nicholas Church, Boley Hill, Rochester
GRADE: Grade 3
REPORTING TO: The DAC Secretary

PURPOSE OF JOB

Provide assistance and administrative support to the DAC to ensure statutory responsibilities and governance are implemented in line with legislation regarding church buildings.

PRINCIPAL ACCOUNTABILITIES

1. Provide administrative support for DAC casework, including keeping accurate records.
2. Assist in the administration of meetings of the DAC (usually 10 meetings a year) as required.
3. Take calls from parishes and clergy triaging queries to the DAC Secretary and DAC Assistant as required.
4. Assist parishes with the application process on the Online Faculty System.
5. Monitor the progress of applications on the Online Faculty System, download and save copies of new applications received and maintain records.
6. Co-ordinate the quinquennial inspection process including the maintenance of a database of currently appointed Quinquennial Inspectors, sending reminders annually to parishes and quinquennial inspectors, checking progress on inspections due and filing reports once completed.
7. Act as the first point of contact for Church Repair Fund queries, maintain records and inform parishes of suggested future contributions.
8. Arrange site visits undertaken by DAC members and advisers.
9. Take responsibility for diary management for the DAC Secretary, DAC Assistant and key DAC dates.
10. Lead on the preparation of documentation and agreement of venue and dates for DAC Churchwarden training events.
11. Undertake other tasks relevant to the role as may reasonably be required by the DAC Secretary from time to time.
12. Provide administrative/ reception cover for the Diocesan Office.



SKILLS AND EXPERIENCE

Essential:

- Previous Administrative experience, ideally obtained in an outward facing role
- Strong attention to detail
- Working experience of Microsoft Office
- Excellent organisational and planning skills, with a proactive approach
- Ability to prioritise activities and manage own workload
- Demonstrable ability in problem-solving and decision making
- Able to work on own initiative as well as working well within a team
- An excellent communicator, both verbal and written
- Sympathetic to the aims and mission of the Church of England

Desirable:

- Knowledge of Property and buildings
- Interest in how church buildings might be reordered to respond to missional requirements
- Experience of report writing and minute taking

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.