

JOB DESCRIPTION	
<b>JOB TITLE:</b>	Temporary ALM Compliance Administrator (0.6 FTE for 4 months)
<b>SALARY:</b>	£14,100 (£23,500 pro rata)
<b>RESPONSIBLE TO:</b>	Executive Administration Manager (Line Manager) Warden of Lay Ministry – Policy and Procedure (Responsible for workstream delivery)
<b>RESPONSIBLE FOR:</b>	Supporting the work of the Warden of Lay Ministry and the Administrator for the College of St Hugh by completing a time-limited project to ‘catch up’ compliance checks and record-keeping for Authorised Lay Ministers (ALMs) in the Diocese of Lincoln.
<b>CONTRACTUAL STATUS:</b>	Employed
<b>KEY RELATIONSHIPS:</b>	The Warden of the College of St Hugh The College of St Hugh Administrator The College of St. Hugh Team Archdeacons Rural Deans Incumbents with ALM colleagues Deanery Administrators Diocesan Safeguarding Officer
<b>MAIN LOCATION:</b>	The College of St. Hugh Edward King House Lincoln LN2 1PU
<b>HOURS OF WORK:</b>	0.6 FTE
<b>JOB SUMMARY:</b>	The <b>ALM Compliance Administrator</b> is responsible for collecting and filing all the required documents for current ALMs and re-authorisations, and for creating authorisation and re-authorisation letters and certificates.
<b>KEY DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Identify which documents are missing from the ALM’s record;</li> <li>• Contact the Rural Dean for any missing paperwork and follow up as necessary with the Incumbent, the Deanery administrator or the ALM themselves. Discuss any issues arising with the Warden of Lay Ministry – Policy and Procedure;</li> <li>• Check that the DBS check, Leadership Safeguarding Training and Domestic Abuse Awareness Training are in date and recorded on CMS;</li> <li>• Liaise the Diocesan Safeguarding Team where any of the above are out of date;</li> <li>• Support ALMs in completing any training that is required;</li> </ul>

	<ul style="list-style-type: none"> <li>• Scan remaining paper files for electronic storage and dispose safely of old paper records;</li> <li>• Ensure that ALM records folders are correctly filed in the Diocesan system;</li> <li>• Create necessary ALM authorisation and re-authorisation certificates and letters for the Warden of Lay Ministry's signature;</li> <li>• Update CMS</li> </ul>	
PERSON SPECIFICATION		
CATEGORY	ESSENTIAL	DESIRABLE
SKILLS	Ability to use the MS Office suite of applications, especially Excel, Word and Outlook	
EXPERIENCE	Administration including dealing with stakeholders in person, on the phone and by email and working (as above) with the MS Office suite of applications, most particularly Excel, Word and Outlook	Administration within the Church of England (e.g. Parish or Deanery)
KEY COMPETENCIES	<ul style="list-style-type: none"> <li>• Ability to engage with stakeholders calmly and politely in person, on the phone and by email;</li> <li>• Ability to handle sizeable data sets within MS Excel and ensure that these are accurate and up to date;</li> <li>• Ability to work with busy and committed colleagues in a supportive and friendly manner;</li> <li>• Ability to write emails and letters clearly and accurately;</li> <li>• Ability to learn and understand the Church of England's ministerial context and the Diocese of Lincoln's policies and procedures with regard to Authorised Lay Ministry</li> </ul>	Familiarity with the Church of England's ministerial context and the Diocese of Lincoln's policies and procedures with regard to Authorised Lay Ministry