

ROLES AND RESPONSIBILITIES OF THE CHURCH AND SOCIETY DISABILITIES ADMIN SUPPORT WORKER

Title:	Disabilities Admin Support Worker, Church & Society
Salary Scale:	Starting salary: Diocesan Administration Officer Scale: Band 2
Hours/Terms & Conditions	A part-time post of 9 hours per week. Pension, Holidays and other entitlements are recorded in the Diocesan Staff Handbook (copies of which are given to all new staff).
Accountable to:	The Senior Officer for Church & Society, and the Disability Awareness Officer
Office Base:	St James' House, 20 St James Road, Liverpool L1 7BY

PERSON SPECIFICATION

ESSENTIAL

1. Experienced and well organised person.
2. Administrative skills including the ability to maintain and develop filing systems
3. Keyboard and computing skills particularly in relation to Windows system and Microsoft Office software or the understanding to develop such skills speedily.
4. Good interpersonal skills to deal in a friendly and sensitive way with enquiries.
5. Flexibility to cope with changing demands.
6. Empathy with people with a disability and the willingness to develop skills and knowledge to support the Disability Awareness Officer and the Team Leader for the Support of Deaf People.
7. Recognition of the importance of confidentiality in many of the areas of the work.
8. Commitment to Equal Opportunities as embodied in the Diocesan Policy and the personality to be sensitive to those of different religions, cultures and backgrounds.
9. Sympathy to the ethos of the Church of England and of its role in the community.
10. Availability to work occasionally outside office hours.

JOB DESCRIPTION

DUTIES

1. Operating a computer for the production of letters, papers, leaflets, minutes and circulars.
2. Undertaking substantial amounts of photocopying/circulating papers including: Church & Society disability packs and Vulnerable Adults packs, minutes, and papers
3. Maintenance of the Coordinators for Vulnerable Adults database.
4. Undertaking telephone and email contact particularly regarding the work of the Disability Awareness Officer and the Team Leader for the support of Deaf People.
5. Sharing such other tasks as are commensurate with the role and level of responsibility of the post.

PRINCIPAL LINKS:

Individuals: Senior Officer and Administrator in Church & Society
Diocesan Disability Awareness Officer (who is also the Vulnerable Adults Protection Adviser)
Team Leader for the support of Deaf People

Organisations: DAG (Disability Action Group)
Diocesan Protection Committee
Vulnerable Adults Panel

EXPENSES:

Travel expenses on diocesan business are paid at the Diocesan rates, which are reviewed annually.