

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	Database Administrator (0.6)
<b>Department:</b>	Governance
<b>Reports to:</b>	Governance and Information Manager
<b>Key working relationships:</b>	Church House departments and teams Clergy, Parish officers and PCCs Palace Staff
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### **1.0 Main purpose of job**

- 1.1. To be responsible for the maintenance and upkeep of data on the diocesan database (Contact Management System – CMS).
- 1.2. To act as the diocesan Superuser for CMS and provide support, training and advice to other diocesan users.
- 1.3. To act as an assistant user for the People system and Salesforce system.

### **2.0. Principal Duties**

- 2.1. To act as the diocesan Superuser for the CMS holding full control of all data and how it is handled. To grant user permissions to authorised persons.
- 2.2. To update and maintain the diocesan CMS database in a timely and accurate manner ensuring that any discrepancies between the CMS, the People System and the Education Salesforce CRM databases are identified and rectified.
- 2.3. To audit and moderate amendments to the CMS database made by data subjects.
- 2.3. To liaise with key members of staff across Church House for departmental specific updates to the CMS database.

- 2.4. To work with the Diocesan Advisory Committee (DAC) in the Church Buildings team to ensure that Mission and Pastoral changes are accurately reflected on the CMS database.
- 2.5. To keep CMS user permissions under review and amend as necessary.
- 2.6. To review categories of data for accuracy regularly and continually improve the quality of the data on the CMS database.
- 2.7. To manage the process for APCM and Electoral Roll submissions ensuring results are reflected on the CMS database in an accurate and timely manner.
- 2.8. To generate reports and mailing lists or mailouts for the CMS database as required by staff, clergy or parish and deanery officers.
- 2.9. Working with the Safeguarding team to manage and improve processes around DBS checks and training courses.
- 2.10. To assist members of staff, clergy and parish deanery officers in improving efficiency within their departments through process automation within the CMS.
- 2.11. To assist members of staff, clergy and parish and deanery officers with queries relating to the CMS database and how to use it.
- 2.12. To inform the Governance and Information Manager of potential improvements to the CMS database and, and where possible, implement these. To submit these ideas to the national team and working with the national CMS Executive Group to implement them.
- 2.13. To ensure compliance with relevant statutory and central Church regulations under the guidance of the Data Protection Officer.
- 2.14. To provide content of APCM, electoral roll and database matters for the Diocesan website.
- 2.15. To provide CMS database training to Diocesan members of staff, clergy and lay members of the diocese as needed. To create electronic guides, as required, for staff to enable them to refresh their training easily.

### **3.0 Other**

- 3.1. To assist with parish mailings, including annual Parish Thank You cards, as required.
- 3.2. To generate reports from Salesforce for the Education team as required.

- 3.3. To work alongside the Governance and Information Manager during the production of a paper diocesan directory as required.
- 3.4. To provide Church House reception cover when required.
- 3.5. To undertake any other reasonable task as requested by the line manager.

#### **4. General responsibilities**

- 4.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 4.2. The post holder is required to:
  - support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in performance management process;
  - engage in training and continuous professional development activities.
- 4.3. The post holder may be required to work outside normal office hours including occasional evening meetings and weekend working, subject to time of in lieu.
- 4.4. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment to meet the changing needs of the diocese, following appropriate consultation.

### PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications</b>	Educated to A level or equivalent standard.	√	
<b>Knowledge and Experience</b>	Experience of computerised database systems.	√	
	Expert knowledge and experience of Excel and computerised spreadsheet applications.	√	
	Experience creating mail merges using MS Word/Excel.	√	
	An understanding of the Church of England and parish governance and structures.		√
	Experience of working with volunteers.		√
<b>Skills and Abilities</b>	Strong IT skills with excellent MS Office ability and expert knowledge of Excel.	√	
	Strong numeracy skills.	√	
	Ability to work effectively and remain resourceful and positive under pressure.	√	
	Good interpersonal and communications skills.	√	
	Ability to establish constructive working relationships with people at all levels.	√	
	Ability to respect confidentiality and deal with others in a tactful and sensitive manner.		

		Essential	Desirable
<b>Personal Qualities</b>	Strong team player, who will work collaboratively with colleagues and stakeholders.	√	
	Ability to take the initiative within the scope of the role.	√	
	Reliable, honest and trustworthy.	√	
	Sympathy with the aims and objectives of the Church of England.	√	

### **Terms and Conditions**

**Hours of work:** This role is offered at 22.5 hours per week (0.6) with flexibility as to how the hours are worked over the working week.

**Salary:** The post is offered at a salary of £16,068 per annum (pro-rata FTE £26,780).

**Annual leave:** A 0.6 pro-rata entitlement of 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by two months' notice on either side.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%