



Centre for Chaplaincy in Education

Charity and Course

Administrator

Introduction

Thank you for your interest in this post.

The Centre for Chaplaincy in Education (CCE) is a Christian charity working in ecumenical partnership with all denominations and organisations focused on the support and development of chaplaincy in schools and colleges across the UK. The vision to see a chaplaincy established in every school and college across the UK by 2030 is being delivered through a strategy of advocacy and formation which are at the forefront of CCE's operations.

There is more information about CCE at <https://centreforchaplaincyineducation.co.uk/>.

As a national charity, CCE has an extensive and increasing reach. The administrator will support the Lead Development Officer (LDO), Communications Consultant and Trustees and play a key role in the development of the mission, vision and strategic aims of the charity.



Job Description

Charity and Course Administrator

Key purpose of the post:

- Administration and support of the charity, the Lead Development Officer (LDO) and the Trustees
- Digital support to the Communications Consultant
- Course and event administration
- Promoting the values of the charity

Location:

This role will be primarily working from home.

There will be a requirement to travel to support in-person conferences and meetings in the future, together with some occasional work from the office base of CCE which is to be located at the London Jesuit Centre from July 2021.

Reporting to:

The Lead Development Officer (LDO) as Line Manager and through the LDO to the Trustees.

Hours:

30 hours per week: Core hours to be agreed to be worked across at least 4 weekdays. The role requires some flexible working including the possibility of some evening and weekends e.g. national/other conferences

Main Duties and Responsibilities:

- A. Administration and data management:** Managing the general email account, responding to and forwarding on enquiries as required. Diary management and record keeping. Managing and developing administrative systems which support the operations of CCE including CRM management.
- B. Digital, social media and website:** Maintaining the CCE website and mailing lists, social media postings and updating the website as directed by the LDO and CC to. Liaising with staff, board members and partners to generate content.
- C. Programme, events and network administration:** Organising face-to face and on-line meetings. These include the courses run in partnership with Newman University. Setting meeting dates, collating and issuing agendas and papers, arranging Zoom meetings, venues, transport and catering and taking minutes.
- D. Regulation and Governance:** Updating of policies and ensuring CCE remains legally compliant (eg data management / Charity Commission) Trustee meeting administration including sending out papers, attending and taking minutes
- E. Financial administration:** Book-keeping/financial records/processing expenditures for courses/events
- F. Other:** To perform any other reasonable task requested by the Lead Development Officer which furthers the strategic priorities of the charity.

This list of responsibilities illustrates the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list as this is a new role. Exact tasks may develop over time, they will not however change the general character of the role or the level of responsibility entailed.

Person Specification

Key Criteria	Essential	Desirable
Knowledge, Qualifications and Experience (experience may be from paid or unpaid roles)	<ul style="list-style-type: none"> • Broad education and equivalent of NVQ Level 5 in relevant areas of qualification. • Experience of participating in the organisation of face to face and online meetings and courses (from setting up venues to managing the process of recruitment to courses). • Digital expertise including data management, cloud-based file management. • Demonstrable experience in creating and presenting reports. 	<ul style="list-style-type: none"> • Administration, finance or management qualification. • Experience of working effectively in a small and highly focused and productive team. • Familiarity with or experience of Wordpress websites, Mailchimp, databases/CRM • Familiarity with or Administrative experience of supporting cohorts of on-line learners. • Basic book-keeping experience
Skills and Abilities	<ul style="list-style-type: none"> • Strong administration skills including record keeping, effective minute keeping and production of notes from meetings • Excellent inter-personal and communication skills: the ability to communicate sensitively and effectively both verbally and in writing with a wide range of people • Excellent organisational skills • Experience of and aptitude for managing complex systems and problem solving in daily situations • Ability to work without direct supervision, prioritise work and deal with competing or conflicting demands/ needs and interests in an organised and methodical manner 	<ul style="list-style-type: none"> • Basic book-keeping, raising invoices & paying invoices in line with finance policy • Understanding of charity regulation and administration. • Experience of scheduling Social Media and emails, use of Mailchimp and Wordpress websites

	<ul style="list-style-type: none"> • Strong IT skills competence in the use of most Microsoft Office applications including Outlook, Word and Excel. • Experience of and highly competent in keeping an organization (charity preferably) up to date in data protection and privacy policies and legal implications 	
Work-related Personal Qualities	<ul style="list-style-type: none"> • Strong team player • Willing to learn • Self-motivated and self-driven • Willingness to travel • Willingness to work in Christian organisation with a respect for the beliefs of others 	In sympathy with and with an understanding of the Christian faith and the vision and aims of CCE

Induction/Training

There will be a tailored induction process to give an introduction to the charity and to the role. Some overlap with the current administrator is possible.

Prior knowledge of finance is not a requirement for the post. Depending on prior learning or experience you may need to receive further training.

Equipment/Expenses of Office

- A laptop and mobile phone will be provided.
- Agreed incidental expenses and mileage for work travel will be paid.
- This post is designated a 'work from home' role, although occasional working in the office will be expected. The standard HMRC monthly home working allowance will be payable.

Main Terms and Conditions

Hours of Work	30 hrs per week. A pattern of core working days/hours to be agreed with the Lead Development Officer. Some longer working hours during conferences will be required, for which time off in lieu will be given.
Salary	£24,658 per annum (equivalent to £30,000 per annum full time).
Pension	The pension scheme is administered by Nest.

Holiday	25 days per calendar year plus bank holidays, pro rata (The holiday year runs from January – December).
Expenses	All reasonable working expenses will be met within the charity's expenses policy.
Probation	This post will be subject to a probationary period of 3 months.
DBS Check	All employees of CCE are subject to an enhanced DBS check.

How to apply:

- A current comprehensive CV outlining your key achievements in previous and current roles with details of two referees (who will not be contacted without your prior consent).
- A supporting statement (no longer than one page of A4) detailing how you believe your skills and experience match the requirements of the role and the person specification.
- Closing Date for Applications: Wednesday 14th April 2021 - applications to be submitted by 12.00 noon by email to maggie@c4ce.co.uk
- Candidates will be informed of the results of shortlisting by 5pm on Friday 16th April.
- Interviews will be held on Thursday 22nd April 2021.

If you would value an informal conversation about this post, you are welcome to contact:

Maggie Everett, Lead Development Officer

Email: maggie@c4ce.co.uk

Phone: 07958631549

