

Job Description

Job Title	Administrative Assistant (Ministries)
Area/Department	Ministries
Reporting to	Head of Ministries (Learning & Development)
Direct reports	None
Location	Church House, 86 Tavistock Place, London, WC1H 9RT
Travel	None
	Fixed term 9 months
Job Summary: To provide a comprehensive administrative service for the Deputy General Secretary (Ministries) and Head of Ministries (Learning & Development). The role will also work with the PA to the General Secretary and other colleagues and to support the work of Ministries Department.	
Background: The URC is activist, dissenting and motivated by social justice. It is also committed to theological and cultural diversity. The URC is conciliar which is a core part of its ethos and polity and shapes how the Councils of the Church make decisions. As the team serving General Assembly, our collective task is to implement the decisions of General Assembly and Assembly Executive. The teams which make up the Office of General Assembly (Faith in Action, Ministries, Governance and Administration and Resources) are diverse in their tasks and areas of expertise but are united by a common purpose; in our different ways we exist to support and enable and support the wider church and its members in local churches and across synods. The Ministries department is responsible for oversight of the ministry of the Word and Sacraments, Church Related Community Work, Assembly Accredited Lay Preaching, Assembly Accredited Lay Pioneers and Eldership. The Ministries Department plays a key role in supporting and monitoring CRCW Projects, SCM) and Pioneering posts. Through its main committee and sub-committees, it is concerned with facilitating the ministry of the whole people of God in the United Reformed Church through working to promote the policies of the church; advocating ministry in its widest sense; supporting ministry in its varied forms; and facilitating the formation, training and learning for accredited ministries of the church. It includes the Safeguarding team and the Minister for Digital Worship both of which resource the ministry of the wider URC.	

Principal responsibilities and duties

Ministries Database

1. Update and check data in the Ministries database.
2. Produce reports from the Ministries database.
3. Analyse data from the data base to produce agreed statistics.
4. Deleting and archiving data records as appropriate and within GDPR guidelines.
5. Support and guide Synods on use of the data base.

General Administration

1. Take accurate notes or minutes of meetings as required.
2. Note and track actions from meetings as required.
3. Copy and collate papers and resources for Ministries meetings and events.
4. Ensure mailings are despatched accurately and timely.
5. Respond to enquiries by telephone, e-mail and letter from colleagues at the Office of General Assembly and the Synods and Churches as appropriate.
6. Checking and uploading items on URC Resources Hub.

Finance

1. Process invoices and payments relating to Ministries.

Expected Standards

1. Work in a collaborative and proactive manner to enable to work of Ministries.
2. Communicate effectively with colleagues and internal and external customers.
3. Act in ways that support a culture which promotes equality and values diversity.
4. Act in ways that protect own and others' health safety and security.
5. Work collaboratively to develop a customer service culture which fosters continuous improvement.
6. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.
7. Ensure compliance with data protection principles and practice.
8. Ensure compliance with Safeguarding practice.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Created May 2026

Person Specification

Job Title: Administrative Assistant (Ministries)

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. 5 GSCE's (grades A-C) including Maths and English		Interview/ Application form
Experience	2. Minimum one year administration in an office environment	working in the charity sector	Interview/ Application form
Knowledge & Understanding	3. Working with databases	an awareness of the United Reformed Church and its structures	Interview/ Application form
Skills and Abilities	4. Microsoft Office suite particularly Outlook, Word (intermediate level) and Excel (basic) 5. Good communication and inter-personal skills 6. Numerate 7. Good administrative and organisational skills 8. Ability to multitask and prioritise 9. Collaborative working with internal and external customers 10. Dependability with a commitment to team work		Interview/ Application/Test
Other	11. Willing to work within the Christian ethos of the United Reformed Church		Interview/ Application form