

Job Description and Person Specification

JOB TITLE	Administrator		
TEAM	Mission Team		
REPORTS TO	Executive Administrator	LOCATION	Methodist Church House, London – Hybrid
CONTRACT TYPE	Permanent	GRADE	LG2

JOB PURPOSE AND OBJECTIVES

To work professionally, flexibly and collaboratively with colleagues to deliver a full range of administrative support to the Mission Team, helping them achieve their individual objectives, and to provide event support, primarily but not exclusively, to the Methodist Children and Youth Assembly (3Generate).

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	N/A
Resources	N/A

ROLE ACCOUNTABILITIES (Between 6 and 10)

1. Provide professional, flexible, and service-oriented administration support to the Mission Team, contributing to the effective delivery of agreed workplans, priorities and objectives.
2. Provide effective administrative and logistical support for the planning and timely delivery of 3Generate, working collaboratively with colleagues and external partners, as appropriate.
3. Manage the administrative aspects of event and programme communications, including oversight of shared inboxes and liaison with internal and external stakeholders such as the 3Generate team, volunteers, group leaders, contractors, and contributors.
4. Deliver day-to-day event administration for 3Generate, including support for volunteers, ticketing, and groups; assisting with communications and practical arrangements; and arranging travel, processing expenses, and supporting relevant financial procedures.
5. Arrange and administer meetings essential to the planning, logistics, and delivery of 3Generate, including scheduling, booking appropriate resources, coordinating attendees, recording and distributing actions, and supporting follow-up on agreed actions.

6. Take responsibility for specific, regular administrative tasks and work areas, ensuring deadlines are met and using initiative to carry out the work, demonstrating ownership and accountability for the timely delivery of high-quality support.
7. Manage team diaries and support the arrangement and servicing of meetings essential to the team, ensuring appropriate actions are taken before, during and after each meeting, including booking resources and arranging refreshments and rooms.
8. Support other administrative colleagues within the team, linked to specific projects or programmes of work as directed by the Executive Administrator or relevant team directors, to ensure smooth and coordinated administrative operations.
9. Support the wider Team from time to time, including assisting colleagues in other parts of the Connexional Team during busy periods, whilst effectively managing own workload to maintain productivity and balance.
10. Carry out minute-taking as part of the role and ad hoc requests.
11. Comply with data protection legislation and associated regulations within the team.
12. Any other reasonable duties as requested by the Executive Administrator or the Head of Mission, supporting the team's overall effectiveness and flexibility.

Person Specification

GRADE LEVEL 2 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
GCSE in English and Maths or equivalent	X		AQ
Graduate or Higher education qualification in a relevant subject		X	AQ
Proven Abilities, Knowledge and Skills			
Proven experience of providing high-quality administrative support within an office or team environment	x		AI
Experience of supporting events or programmes, including organisation, logistics or coordination	x		
Demonstrated ability to organise and manage a varied workload, ensuring tasks are planned effectively and deadlines are met	X		AI
Ability to work effectively as part of a team, supporting and encouraging colleagues as needed	X		AI

Ability to understand and work across a wide range of subject areas, and to understand the connections between them	X		AI
Ability to work under pressure while maintaining accuracy and close attention to detail	X		AI
Experience of handling confidential or sensitive information appropriately in line with organisational procedures	X		AI
Ability and willingness to follow instructions and work in accordance to organisational policies and processes	X		AI
Ability and willingness to engage effectively with a wide range of people, both in person and via telephone or digital communication	X		AI
Strong interpersonal skills, with the ability to build and maintain positive working relationships	X		AI
Proven ability to prioritise a range of competing tasks in a demanding environment where not all work can be undertaken at the same time	X		AI
Good time-management and diary-management skills	X		
Demonstrated ability to communicate information clearly and effectively, both verbally and in writing, adapting style and content to suit different audiences and purposes.	X		
Proficiency in Microsoft Office applications, including Outlook, Word, Excel and PowerPoint, with experience using Microsoft 365 tools such as SharePoint, Teams and OneDrive.	X		AI
Personal Qualities			
Demonstrates an understanding of, and is supportive of, the work and mission of the Methodist Church	X		AI
Awareness of, and sensitivity to, issues of equality, diversity, and inclusion	X		AI
In sympathy with the aims and values of The Methodist Church	X		AI
An understanding of working within a Christian organisation		X	AI
Professional and positive approach to work, with a commitment to personal and professional development	X		AI

Method of Assessment: **A** – Application Form; **I** – Interview; **W** – Written exercise; **P** – Presentation; **G** – Group exercise; **Q** – Proof of qualification (e.g., certificates or transcripts)

Please note: We reserve the right to assess any other aspects of the role using a format not previously described.

TERMS AND CONDITIONS

Terms and Conditions for a Lay Employee

Health and Safety:	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
Equal Opportunities:	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
Physical Conditions:	<p>For office-based roles, a hybrid working pattern may be possible, typically 3 days in the office (open plan office) and 2 days working remotely, in accordance with the team and organisation's needs.</p> <p>Hybrid working will be supported wherever possible and is dependent on the postholder having a safe, secure, and effective remote working environment. Where this cannot be accommodated, the role will be office-based.</p>
Remuneration:	£28,000.00 per annum.
Working Hours:	<ul style="list-style-type: none">• Standard hours: 9:00 am - 5:00 pm, Monday to Friday, with a one-hour lunch break.• A flexi-time scheme operates with core hours: 10:00 am –12:00 pm and 2:00 pm – 4:00 pm.• Some flexibility may be required due to the nature of the role. Overtime is not payable; however, time off in lieu (TOIL) may be granted with prior approval from the line manager.
Holiday Entitlement:	<ul style="list-style-type: none">• 25 days per year (Years 1 – 4)• 28 days per year (Years 5 – 9)• 30 days per year (Years 10+) <p>Plus, Bank Holidays and three additional days over the Christmas and New Year period.</p>
Sick Pay:	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
Pension:	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.
Probationary Period:	The post holder will be subject to a six-month probationary period.
Season Ticket Loan:	Available following successful completion of the probationary period.