

## Job Description

<b>JOB TITLE</b>	<b>Administrator</b>		
<b>REPORTS TO</b>	3Generate Event Manager	<b>LOCATION</b>	Hybrid- Home / London office
<b>TEAM</b>	<b>Mission/Children Youth and Family</b>	<b>GRADE</b>	<b>LG2</b>

### JOB PURPOSE AND OBJECTIVES

To work professionally, flexibly and collaboratively with colleagues to provide the full range of Administrative and Event Support to the Children, Youth and Family Team by working within this Team to help them achieve their individual objectives.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	n/a
<b>Resources</b>	n/a

### ROLE ACCOUNTABILITIES

1. Administrative Support within a Team/sub-team, including event administration, travel arrangements, processing expenses, financial processes and diary management.
2. In collaboration with the 3Generate Event Manager maintain an overview of the 3Generate event, including ticketing, volunteers, groups, programme, contributors purchasing and resourcing, equipment and infrastructure ordering.
3. Take responsibility for particular regular work areas and tasks within the Team/sub-team, Volunteers, Groups, Contributors and other administration tasks for the event, ensuring deadlines are met and using initiative to carry the work out. Take ownership of the work and be held accountable for its delivery in terms of timeliness and quality.
4. Acting within agreed parameters to progress work on own initiative, making decisions about operational or process issues necessary to ensure that all deadlines are met.
5. Supervising the arrangement and servicing of meetings essential to the Team/sub team ensuring appropriate actions are taken before, during and after each meeting. Booking resources, refreshments and rooms.
6. Support other administrative staff who may work within the Team/Senior Management/sub-team, linked to specific projects or other programs of work.

7. Support the wider Team from time to time, including assisting colleagues supporting other parts of the Connexional Team as they face peaks in their own areas of work
8. Comply with data protection legislation and associated regulations.
9. To carry out minute taking as part of the role and ad hoc requests.
10. Any other reasonable duties as requested by the Children, Youth & Family Coordinator and the Event Manager.

## Person Specification

### GRADE LEVEL 2 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
GCSE in English and Maths or equivalent	X		AQ
Graduate or higher education qualification in a related subject		X	AI
<b>Proven Abilities, Knowledge and Skills</b>			
Direct work experience of providing event administration.	X		AI
Proven ability of providing administrative support to a senior executive, or within a support team.	X		AI
Understanding of the demands often placed upon senior executives		X	AI
Proven ability of successfully organising and managing a wide ranging workload	X		AI
Proven ability to work as a member of a team and to help and encourage others as needed	X		AI
Ability to master a wide range of subject matter and understand links between them	X		AI
Ability to work well under pressure	X		AI
Proven ability of working appropriately with highly confidential information.	X		AI
Ability and willingness to follow instructions	X		AI
A diplomatic and clear telephone manner	X		AI
Proven ability to communicate well using verbal and digital method.	X		AI
Demonstrates good interpersonal skills	X		I
Proven ability of prioritising a range of options in a demanding environment where all options cannot be undertaken	X		AI
Proficient Keyboard / PC skills in Excel and Word	X		AI
Knowledge of other Microsoft products		X	AI

Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		AI
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		AI
In sympathy with the aims of The Methodist Church	X		AI
An understanding of working within a Christian organisation		X	AI
Professional and positive approach, with a commitment to personal professional development and self- improvement	X		AI

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation;  
G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council's Equal Opportunities policy
<b>Physical Conditions:</b>	Work on a hybrid basis between home and office in open plan accommodation.
<b>Remuneration:</b>	£28,000 per annum
<b>Hours of Work:</b>	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
<b>Holiday Entitlement:</b>	<p>During the first to fourth years                      25 days</p> <p>During the fifth to ninth years                      28 days</p> <p>During the tenth and subsequent years   30 days</p> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Council's terms and conditions of employment
<b>Pension:</b>	There is a pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme subject to certain provisions
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.
<b>DBS Check</b>	The role will require an enhanced DBS check.