

Job Description

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|-------------------|--|--------------|-----------------|
| JOB TITLE | Administrator | GRADE | LG2 |
| REPORTS TO | Senior Administrator (Conference Office) | TEAM | Ministries Team |
| LOCATION | Methodist Church House London | | |

JOB PURPOSE AND OBJECTIVES

To work professionally, flexibly and collaboratively with colleagues to provide the full range of Administrative Support to the Connexional Team by working within the Ministries Team and Conference Office to help the team to achieve their individual objectives in line with the Methodist Church's Justice, Dignity Solidarity (JDS) strategy.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

| | |
|-----------------------|-----|
| Direct reports | n/a |
| Resources | n/a |

ROLE ACCOUNTABILITIES

1. Providing administration within the team, including making travel arrangements, processing expenses, organising events and correspondence with the wider Connexion.
2. Responsible for tasks within the team, ensuring work is carried out using own initiative and taking ownership of regular pieces of work and being held accountable for the work.
3. Comply with data protection legislation and other HR policies and procedures.
4. Acting in the absence of senior colleagues within agreed parameters; progressing work on own initiative, making decisions about operational and process issues necessary to ensure that all deadlines are met.
5. Supervising the arrangement and servicing of meetings essential to the team ensuring appropriate actions are taken before, during and after each meeting, circulating invites, booking resources, refreshments and rooms.
6. Prepare documents, periodic reports, finance reports and other presentations as required. Meeting personal deadlines, agreeing and holding others accountable for their contribution towards this work, to synchronised deadlines.
7. Supporting other administrative staff who may work within the team, perhaps part time, linked to specific projects or other programmes of work as directed by the Senior

Administrator

8. Supporting 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, whilst adequately managing own work load.
9. To carry out minute taking as part of the role and ad hoc requests.
10. Supporting Connexional Committees including sourcing and booking venues, sending material and attending events to provide administrative support.
11. Supporting training events including managing bookings, preparing resources and arranging follow-up content.
12. Updating the Methodist Church website with guidance from the relevant Officer and/or Senior Administrator.
13. Handle any other reasonable duties as requested by the Senior Administrator or the Senior Governance Executive Officer.

| Person Specification | | | |
|---|-----------|-----------|-------------------|
| GRADE LEVEL 2 | | | |
| | Essential | Desirable | Assessment Method |
| Education and Training | | | |
| GCSE in English and Maths or equivalent | X | | AQ |
| Graduate or higher education qualification in a related subject | | X | AI |
| Proven Abilities, Knowledge and Skills | | | |
| 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 |

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| Ability and willingness to engage willingly with a wide range of visitors face to face or on the telephone | 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 |
| Ability to effectively and confidently communicate and use interpersonal skills with the ability to work efficiently | X | | |
| Maintain confidentiality when handling sensitive enquiries within the Church | X | | |
| Proficient time and diary management | X | | |
| Knowledge of other Microsoft products | | X | AI |
| Personal Qualities | | | |
| 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 |
| Willingness occasionally to work irregular hours, including overnight and weekends. Prepared to travel to meetings outside London. | 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

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|---------------------------------------|---|----------------------------------|---------|---------------------------------|---------|---------------------------------------|---------|
| Health and Safety: | The post holder will be subject to the Methodist Council's Health and Safety policy | | | | | | |
| Equal Opportunities: | The post holder will be subject to the Methodist Council's Equal Opportunities policy | | | | | | |
| Physical Conditions: | Open plan office accommodation | | | | | | |
| Remuneration: | £26,880 per annum – 14 months Fixed term contract | | | | | | |
| Hours of Work: | <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 Cluster. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p> | | | | | | |
| Holiday Entitlement: | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p> | During the first to fourth years | 25 days | During the fifth to ninth years | 28 days | During the tenth and subsequent years | 30 days |
| During the first to fourth years | 25 days | | | | | | |
| During the fifth to ninth years | 28 days | | | | | | |
| During the tenth and subsequent years | 30 days | | | | | | |
| Sick Pay: | Entitlement in accordance with the Methodist Council's terms and conditions of employment | | | | | | |
| Pension: | There is a contributory final salary 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. | | | | | | |
| Probationary Period: | Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months. | | | | | | |
| Season Ticket: | Season ticket loans are available after the satisfactory completion of the probationary period. | | | | | | |