



Job Description

Job Title	Administrator (Church Life Review)
Area/Department	General Secretariat
Reporting to	Programme Manager (Church Life Review)
Direct Reports	None
Location	Church House, 86 Tavistock Place, London, WC1H 9RT
Travel	Occasional travel in the UK
Working Hours	21 or 35 hours per week, Monday to Friday (TBC) (occasional evening/weekend working to attend events)
Job Summary: To provide administrative support to the Programme Manager to help deliver the Church Life Review (CLR) design phase which will provide recommendations for implementation in collaboration with the Church, for decision at General Assembly in November 2025.	

Background: The United Reformed Church is on a significant and important journey of change following the decision of General Assembly to fully review all aspects of the life of the denomination.

The Church Life Review Programme Manager is responsible for delivering phase 2 (design) of the Church Life Review.

The post-holder work closely with the Programme Manager on all administrative aspects of the CLR. The post-holder plays a vital role in seeing that the Programme Manger is properly supported in their busy schedule, acting as a first point of contact for mail, email, and phone calls. The post-holder must balance a range of responsibilities confidentially and carefully, whilst working without constant supervision. The role is also a part of the wider General Secretariat administrative team at Church House.

Principal responsibilities and duties

Administration

1. Act as point of contact for the Programme Manager, ensuring that mail, email and phone calls are screened, and either professionally referred or answered in appropriate and timely ways.
2. Schedule meetings for groups and events, liaise with venues, collate attendance information, and undertake correspondence.
3. Proactively plan and organise all events and consultations as directed by Programme Manager.
4. Gather and collate papers that the Programme Manager needs for meetings.
5. Take minutes of meetings as requested and note action points.
6. Prepare correspondence, reports, presentations and other material as needed.
7. Maintain filing and record-keeping systems.
8. Prepare and proofread documents, including transcribing handwritten documents from meetings and consultations.
9. Assist with the planning and organising of Assembly Executive and General Assembly, as required.
10. Provide other administrative support as required.

Finance

1. Process all expense claims and invoices related to the work of the CLR.

Other

1. Provide lunch cover on Reception as required.

Working with Committees and Volunteers²¹

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the Programme Manager:

1. CLR Sub-Committee: *meets once per month; attendance and note taking responsibility.*
2. CLR Steering Group: *meets once per month; attendance and note taking responsibility.*
3. General Assembly/Assembly Executive: *occasional attendance as required by the Programme Manager*

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers [E].
2. Actively foster an environment which nurtures equality and cherishes diversity [E].
3. Act in ways that protect own and others' health, safety and security [C].
4. Work collaboratively to develop a customer service culture which fosters continuous improvement [E].
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance [C].
6. Ensure compliance with data protection principle and practice] [C].
7. Ensure compliance with safeguarding practice] [C].

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 to meet organisational or departmental needs, and this job description will therefore be subject to periodic review and change if required.

Created November 2024

Person Specification

Job Title: Administrator (Church Life Review)

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Educated to A level or equivalent with GCSE passes (grade A-C) in English and Maths	<ul style="list-style-type: none"> • NVQ Level 3 in Business Administration 	Application form
Experience	2. PA/Secretarial work in an office environment 3. General office procedures and administration	<ul style="list-style-type: none"> • working in the charity sector • faith based organisation 	Application form/ Interview
Knowledge	4. Data protection	<ul style="list-style-type: none"> • the United Reformed Church and its structures 	Application form
Skills and Abilities	5. MS 365, particularly Outlook, Word, Excel, PowerPoint and SharePoint (intermediate level) 6. Event and conference organisation 7. Minute taking 8. Excellent communication and interpersonal skills 9. Highly organised with the ability to multi-task and meet tight deadlines 10. Good judgement in knowing when to act on own initiative 11. Dependability with a commitment to teamwork 12. Discretion and confidentiality when handling sensitive information	<ul style="list-style-type: none"> • diary management • use of IT to manage projects/events • organising meetings, events and conferences • booking travel & accommodation • webpage editing and maintenance 	Application form/ Interview/Test
Other	13. Willing to work some evenings and weekends. 14. Willing to work within the Christian ethos of		Application Form/ Interview

	the United Reformed Church		
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