



## JOB DESCRIPTION

<b>Job Title</b>	<b>Administrator and Personal Assistant to the Senior Development Manager</b>		
<b>Reports to</b>	Senior Development Manager	<b>Location</b>	Hybrid
<b>Organisation</b>	Transforming Churches & Communities (TCC)	<b>Salary</b>	£25,485

<b>Job Purpose and Objectives</b>
To carry out administrative work on behalf of the Senior Development Manager and the organisation.

<b>Responsible to:</b>	Senior Development Manager
<b>Responsible for:</b>	None

<b>Main Responsibilities</b>
<ul style="list-style-type: none"> <li>• Supporting the Senior Development Manager and TCC team with general office &amp; administration tasks</li> <li>• Acting as a first point of contact: dealing with mainly with emails</li> <li>• Taking minutes in meetings</li> <li>• Managing diaries and organise meetings and appointments</li> <li>• Managing filing systems</li> <li>• Implementing and maintaining procedures/administrative systems</li> <li>• Updating the staff handbook and associated policies</li> <li>• Organising events such as training sessions and staff meals</li> <li>• Carrying out specific projects and research</li> <li>• Proofreading reports</li> <li>• Supporting communication within the TCC team</li> <li>• Updating staff and trustee information and providing them with induction documents</li> <li>• Liaising with staff and clients</li> <li>• Maintaining the TCC website</li> <li>• Producing a monthly newsletter</li> <li>• Producing and sourcing marketing materials</li> <li>• Assisting the Senior Development Manager with writing marketing literature for leaflets, brochures and copy for the website</li> </ul>

- Reminding the Senior Development Manager of important tasks and deadlines
- Any other duties and responsibilities, identified by the Senior Development Manager, in order to meet the needs of TCC.

This is not a complete statement of duties and may be amended in the light of changing needs of the organisation after consultation with the post holder.

### **Terms and Conditions**

- The position is permanent subject to a probationary period
- 35 hours per week
- 28 days / 196 hours annual leave entitlement per year inclusive of bank holidays.
- Appointment will be subject to satisfactory references.

If you have any questions or require more information, please contact [admin@churchandcommunity.org.uk](mailto:admin@churchandcommunity.org.uk) or call 07525 017 330