

Job Description - Administrator

All Souls Serve the City

All Souls Serve The City (ASSTC) is a new charitable incorporated organisation (CIO), based at All Souls Church bringing together a breadth of ministries serving those who are vulnerable. Our vision is to see all in London flourish in body and soul. We do this by offering the message & ministry of Jesus, focusing particularly on those who are isolated, overlooked and exploited due to their stage of life or their circumstances. Our ministries reach out from the All Souls parish, to Westminster and beyond. Each ministry is rooted in our values of love, honour and service. Loving the city and all who are in it, we love because He first loved us. Honouring and respecting all others as God's image bearers, we seek to honour others above ourselves. We serve as Christ served us, joyfully and sacrificially.

Demonstrating our love for one another and for the city, we seek to bring gospel hope and biblical truth to those who find themselves homeless, women who are involved in the sex industry including those who are trafficked, seniors, school children, and carers and their little ones. Each ministry is rooted and connected into the life of the church, at Langham Place or at our Cleveland Street location. We long to be a people who are all for Jesus, who are transformed by his love, and who take up our cross and follow him (Philippians 2:5-8). We seek to be a church that is known for 'loving our neighbours' and caring for them well.

Role Outline

Job Title:	Administrator
Contract:	12 month fixed term contract (8 weeks probationary period)
Band:	Band 4
Salary:	£24,572 + £3,940 London weighting, <i>pro rata</i>
Location:	141 Cleveland Street, London WC
Hours:	21 hours per week (may include occasional evenings or weekends)
Department:	All Souls Serve the City
Reports to:	Director
Annual Leave:	25 days (<i>pro rata</i>), plus bank holidays

Key Relationships:

- ASSTC staff team; All Souls ministry team & support team; ASSTC Board members

Job Role

- Responsibility for providing a broad range of administrative support to the ASSTC Director and to ASSTC more broadly as required, including particular assistance with communications and fundraising
- Responsible for managing correspondence, scheduling meetings, taking minutes, helping to prepare documents for Board meetings, and assisting with follow up, as appropriate

- Responsible for helping to plan events such as off-site meetings, trainings and fundraising events
- Responsible for submitting expense reports and liaising with Finance, as required
- Serving as an administrative liaison for all of ASSTC's prayer-related activities
- Assisting with providing a timely and discerning response to ASSTC queries
- Able to stand in for ASSTC Director with respect to administrative responsibilities, as required

Person Specification

	Essential	Desirable
Qualifications & experience		
Graduate (Equivalent relevant work experience and knowledge will be considered in lieu)	Y	
Skills		
Excellent administrative skills including a high attention to detail and highly organised	Y	
Excellent overall IT and computer skills including competence with google docs , google drive and mailchimp	Y	
Excellent word processing skills including competence with word, excel, and powerpoint	Y	
Excellent organisational and time management skills, which demonstrate attention to detail, an ability to prioritise tasks and use initiative to balance the various demands of the role, and able to follow through without reminders	Y	
Excellent interpersonal skills with the ability to communicate effectively both orally and in writing to people from a variety of cultural backgrounds	Y	
Self starter and demonstrated ability to take the initiative and capable of assessing how to prioritise their workload	Y	
Use of ChurchInsight™ databases		Y
Experience of fundraising		Y
Experience of event planning		Y
Christian Commitment and Personal Qualities		
Whole of life disciple wanting to know Christ more and grow in grace, obedience and Christ-likeness themselves	Y	
Having a servant heart and seeking to live a life of Christian integrity	Y	
A Christian committed to the evangelical stance and mission of ASSTC and All Souls Church	Y	
Excellent interpersonal skills with the ability to communicate clearly and unafraid to address 'elephants in the room'	Y	

A logical methodical thinker who is able to demonstrate creative problem solving skills, including being capable of developing unorthodox solutions	Y	
A team player who is flexible, yet able to keep their eye on the bigger vision	Y	
A heart for mercy and justice		Y

Details of role:

Admin Support

- Managing correspondence, scheduling meetings and taking minutes at Team meetings
- Assisting with Board correspondence and preparation for Board meetings, including reports, presentations, and other documents, as required
- Preparation of expense reports and liaising with Finance, when required
- Responding to internal and external queries in a timely manner by email, phone and in person
- Supporting the Director with the day to day aspects of ASSTC, as required

Communications & Fundraising

- Assisting the Director and Fundraiser in the preparation and delivery of timely correspondence including 'Thank you' letters
- Assisting with the submission of funding applications and the administrative follow-up of such applications, as required
- Assisting with the planning of fund-raising events

Other duties:

- Helping to provide administrative support for team trainings and/or retreats, including identifying and booking venues, making travel arrangements, and handling payments
- Helping to provide administrative support for all ASSTC prayer-related activities, including 8am prayer, prayer gatherings, and Sunday prayers
- Able to stand in for ASSTC Director with respect to administrative responsibilities, as required
- Other administrative duties as assigned

Application Process

If this role is of interest to you please send the following to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA):

- A CV (2 pages max)
- A completed application form
- A letter explaining why the role is of interest to you (1 page max)

Closing date and Interviews

- ❖ Application closure: 12noon 20th May
- ❖ Interviews: w/c 30th May
- ❖ Start date: as soon as possible thereafter

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Safeguarding: conditional offers will be made pending the successful completion of a DBS check.