



Administrator for Churches Together in Cumbria

Job Description

This post is for 12 hours a week and for 12 months in the first instance

Job title: Administrator

Location: The postholder will work from his/her home

Working days/times: Flexible; by arrangement with the line manager

Probation period: 3 months

Accountable to: The Executive Council of Churches Together in Cumbria (the employer) through its Treasurer who will line manage the postholder

Interviews for the post will be held in Penrith on Friday 12 January 2018

Tasks

1. Provide administrative support for the meetings of Churches Together in Cumbria (CTiC), including Executive Council, Social Responsibility Forum, Church Leaders meeting, Denominational Ecumenical Officers meeting, Churches Together groups representatives meeting, Celebrating Together. This will include making practical arrangements with venues and participants, distribution of documentation before and after the meeting, and keeping an up-to-date meetings calendar.
2. Attend these meetings, where agreed working hours allow this, to take minutes.
3. Maintain the CTiC database and ensure that it is up-to-date
4. Provide administrative support for the Executive Council in respect of CTiC communications, including: the production and distribution of monthly newsletters, annual reports, leaflets, and mailings to local Churches Together groups.
5. Provide administrative support (two of the 12 hours per week) to the CTiC dementia-friendly churches project. (The project is led by the Treasurer in his further capacity as Dementia Coordinator for CTiC.)
6. Other administrative tasks as agreed with the line manager.

Other requirements

This is a 12 hour a week post requiring some flexibility in working patterns, including very occasional evening and weekend working. The post is mostly home-based, but requires some travel around Cumbria to attend and minute meetings, for which travelling expenses (within Cumbria) will be paid. Office equipment will also be provided, e.g. laptop, printer, etc.

Note: It is possible that CTiC may make an appointment to the post, currently vacant, of Development Officer in the course of 2018. If this happens, the Development Officer will become the line manager for the Administrator.