



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Administrator (Life and Work)
Council:	Mission and Discipleship
Grade:	3 (£20,369 - £22,005 per annum)
Responsible to:	Editor: Life and Work
Date:	January 2019
Main Purpose of post:	To provide general administrative support to the staff of the Mission and Discipleship Council and to participate in all areas of its work taking specific responsibility for the administrative work of the Life and Work Team.

Main duties:

- To provide specific administrative support to the staff within the Life and Work Team
- To manage the diaries of the Life and Work Team
- To attend Life and Work Advisory Committee and Life and Work Business Committee, acting as minute secretary to both meetings
- To assist in maintaining and updating information systems, including contacts/publicity database and subscription records
- To administer distribution of the magazine throughout the UK and overseas, and react to queries relating to magazine shortages, quantities and circulation, in liaison as necessary with the distribution companies
- To provide excellent customer service on the phone, in person and online
- To act as first point of contact to all subscribers to the magazine
- To ensure monthly print orders are submitted on time and to act as the day to day practical liaison between the office and the print company
- To implement specialist marketing mailings as required and in line with the deadlines of the magazine both on and offline and support research and marketing activities
- To provide event administration and support the Business Manager
- To ensure renewal notices are issued timeously for all single subscribers and congregations as necessary and manage response

- To collate registers information for Life and Work, in collaboration with Ministries Council, ensuring accuracy of all detail before the magazine goes to press
- To collate crosswords and manage the crossword competition
- To work collaboratively as part of the whole M&D administration team as directed by the Executive Assistant and work to ensure that all departmental administrative requirements are achieved
- Maintain and monitor best office practice protocols and systems to ensure the efficient dealing with the day-to-day business of the department
- Carry out any other reasonable duties which may be assigned by the Senior Staff Team

Person Specification: Administrator (Life and Work), Mission and Discipleship Council

	Essential	Desirable
Skills, abilities and knowledge		
Significant experience and expertise in the use of IT applications, including Microsoft Word, Outlook, Excel	√	
Experience in database management include input, maintenance and reporting	√	
Experience in administering meetings including minute taking	√	
Strong administrative skills with good attention to detail	√	
Excellent written, verbal and interpersonal skills	√	
The ability to deal with confidential information and material in a professional and proficient manner	√	
The ability to respond to priorities set for workload to meet deadlines successfully	√	
Familiarity with the structures and ethos of the Church of Scotland		√
Experience of working within a sales or subscription environment	√	
Personal Qualities		
A strong desire to achieve consistently high standards	√	
A friendly and professional manner and the ability to attend to people in an efficient and courteous way	√	
Willingness and ability to work as part of a team	√	
The ability to work flexibly between tasks and to adapt to changing priorities, as may be necessary with excellent organisational skills	√	
Readiness to work with minimum supervision and to use own initiative appropriately as required and be proactive	√	

Administrator (Life and Work) - Terms and Conditions:

- The salary scale for this post is £20,369 - £22,005 per annum.
- This is a full time permanent role working 35 hours per week with normal office hours Monday to Friday 9am-5pm. A system of flexitime applies to this post.
- The post is based in Edinburgh at the Church Offices in 121 George Street.
- There are 29 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 34 days after 5 years' service. There are also 6 statutory holidays.
- The successful applicant will have the opportunity to join a pension scheme.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

Closing Date: 12pm, Wednesday 13 February 2019

Interviews are expected to be held week commencing the 18 February 2018 in Edinburgh at the Church Offices.