

ADMINISTRATOR (Part – time, 10 hrs per week, self employed)

Job Description

Mothers' Union (MU) is a women-led, volunteer movement founded in 1876, with a membership of some 4 million worldwide, some 33,000 of whom live in the UK and Ireland. It is a movement based on Christian fellowship, with members expressing their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice and violence. Within Guildford Diocese we have nearly 600 members, with over 25 branches and approximately 100 Diocesan members.

PURPOSE:

MU are looking for a capable administrator to support their leadership team and membership in the Guildford Diocese. The administrator will be able to work from home or at the diocesan office in Woking. They will work closely with the Diocesan President, trustees and other members of the leadership team. Working hours will be agreed with the Diocesan President but can be flexible (and the role could be term-time only for a suitable applicant).

General Administration

- Keep membership details up to date, inputting these regularly to the central database
- Organise meetings including booking rooms in churches, organising refreshments, IT, etc.
- Monitor and respond to email and phone communications
- Minute taking for trustee meetings
- Collection and distribution of electronic and paper documents for the member magazine and meetings; distribute publications to branches
- Email members for: twice yearly membership meetings, annual subscription payments, sponsored summer party notices, and other events
- Organise and maintain banners, Book of Remembrance, and other such central items in the Diocesan office
- Arrange to meet volunteers to collect items from Office as needed

Other tasks

- Assist the Diocesan President with action points and update with information received from members

Person Specification

	Essential	Desirable
Education and qualifications	Good formal education to a minimum of GCSE level or equivalent	Degree level
Experience and specific knowledge	- Experience of communicating effectively and efficiently on email - Experience of dealing with telephone enquiries in a friendly and efficient way - Experience of using a variety of IT based systems - Working remotely	Working for a Charity
Skills	- Proficient Microsoft Office skills (Word, Outlook, Excel) - Strong organisational skills - Effective time management - Ability to produce good minutes and action points - A good understanding of English grammar/language	- Facebook posting - Website management
Spiritual requirements	Willingness to work within a charity team and support the vision and goals of the charity	Be open to prayer and growing your faith
Gifts and abilities	Strong relational skills	
Other qualities	- Ability to work calmly under pressure - Ability to work independently and also ask for help when needed - Work with good humour and resilience - Be prepared to work flexibly as the needs of the job require	

Main Terms and Conditions

This is a self-employed role paid at an hourly rate (over minimum wage) to be agreed at interview but likely to be £14 to £15 per hour.

Hours approximately 10 hours a week to be worked flexibly according to the needs of the Trustees

Work Base The administrator will be able to work from home or at the diocesan office where goods are stored (currently Woking).

Equipment The charity will provide a laptop, printer, phone and pay for sundry expenses as needed for printing, postage, refreshment supplies, etc.

Occupational The post holder agrees to support and communicate the vision of Mothers' Union and be supportive of the charity's aims and objectives. The post holder's conduct is required to be consistent with the Christian beliefs and in appropriate circumstances, this includes conduct outside working hours.