

West Team Administrator Job Description



JOB TITLE: Administrator

LOCATION: Hybrid: SU Scotland Gowanbank, Darvel, East Ayrshire/ Home

RESPONSIBLE TO: Senior Administrator

CONTRACT TERM: Part time: 15 hours per week (Option for term-time working)

OVERVIEW/PURPOSE:

SU Scotland's vision is:
**To see every child and young person in Scotland
exploring the Bible and responding to the significance of Jesus**

We are committed to employing staff who will recruit, motivate, train, equip and support our volunteers. Being an organisation who employ a small number of staff, our main work is with a larger number of volunteers with whom we work in partnership to realise this vision through work in schools, residential and missions.

This post will meet this vision by providing administrative and secretarial support to three Regional Workers across the West of Scotland.

Professional development is taken seriously for those on the staff team and regular training opportunities are provided within SU Scotland.

In all our activities we seek to prioritise the disadvantaged, work with the church, take account of the family context of the children and young people we work with and evaluate the effectiveness of ministry.

WORKING RELATIONSHIPS:

Internal: Other admin staff, Regional Workers, West Team Leader, SU Scotland volunteers including Ambassadors, donors, prayer supporters and residential/school team members

External: Parents, Church leaders, school staff, business suppliers and other contacts

MAIN TASKS AND RESPONSIBILITIES:

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland and to demonstrate a dependence on God in the way you go about your tasks.

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- Attending and taking an active part in staff meetings and corporate Staff Prayer, to hear of SU Scotland's work and to spend time in prayer and worship together
- Leading or participating in sessions of prayer and biblical reflection within the team
- Involvement at the annual staff residential conference and other staff days as they arise

To model dependence on God and deepening relationships in the undertaking of all administrative tasks in support of our ministry in the west of Scotland.

1. Office Organisation:

- Maintaining an ordered and safe and secure working environment
- Creating a Christian working environment in the Gowanbank Office
- A shared responsibility for keeping accurate CRM database (Dynamics) records for schools, churches and individuals
- Using WORD, PUBLISHER, EXCEL and CANVA to process and create appropriate publicity and event communications
- Using OUTLOOK and TEAMS for communication and assisting with scheduling diary appointments for Regional Workers
- Photocopying and printing including mailings, resources etc.
- Receiving incoming general calls and greeting occasional visitors

2. Residential and other regional events:

- Assisting with the designing, producing and organising of the distribution of publicity for regional events
- Preparation of resources for residential events
- Handling, recording and banking for all activities organised by the regional office
- Being part of SU Scotland events held in Gowanbank or elsewhere
- As our Equip Events (Discipleship events) grow, helping the Regional Staff with some administration for Equip West

3. Communication:

- Handling enquiries by phone, email and in person including those regarding our Christian ministry, being able to explain these to parents, teachers, young people and others as appropriate
- Supporting SU Group Leaders and volunteers in their ministry, including the gathering of statistical information, prayer news, etc.
- Assisting with the editing and mailing of regional prayer letters and other communication to prayer groups and supporters, including generating labels and emailing lists from the SU Scotland database

4. In common with all SU Scotland staff members:

- Further the aims and activities of SU Scotland
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified
- Taking part in other SU Scotland activities where appropriate
- Demonstrating commitment to the SU Scotland Mission, Ethos, Vision, Values, Belief Statements and work practices, and the wider ministry of SU in Scotland and beyond

5. Play your part in SU Scotland's Grow the Team initiative:

- Promote SU Scotland's work and help encourage more prayer support
- Be aware of volunteering opportunities and promote these as appropriate
- Grow personal support and promote the opportunity for partnership through financial giving. Your line manager and the support development team will work with you to define what is appropriate and agree a plan with you.

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9).

This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.

May 2024