

Job Description for Senior Administrator

JOB TITLE: Senior Administrator

CONTRACT TERM: permanent after a 3-month probationary period.

HOURS: Part-time, 22.5 hours/week

LOCATION: Home-based

PURPOSE: To work with the Management Committee in furthering the aims of CVEScotland by providing administrative support, including filtering requests to the most appropriate members of the committee.

RESPONSIBLE TO: Line manager tbd (Management Committee Member)

WORKING RELATIONSHIPS

Initially largely with the CVEScotland Management Committee. Gradually the administrator would relate to a wider pool of volunteers. Ultimately there would be opportunity to also relate to church leaders, teachers, school chaplains and parents.

TASKS AND RESPONSIBILITIES:

The key role of the Senior Administrator is to support the members of the Management Committee in maintaining and furthering CVE's impact in Scotland today. This will involve:

- **CVEScotland website and online presence**
 - Update the website, including the news section, prayer calendar, prayer points etc
 - Keep the Facebook page active
 - Liaise with committee members and the wider pool of volunteers to solicit material for all of the above.
 - Liaise with graphic designer to enhance visual communication
 - Liaise with graphic designer for annual website review
- **Other Communications:**
 - Hold the CVEScotland email address
 - Get to know the skills and experience of members of the Management Committee in order to be able to direct enquiries to the most appropriate person
 - Re-direct correspondence sent to the CVEScotland email address to the most appropriate person.
 - Re-direct general enquiries from the CVE Scotland website to the most appropriate person
 - Use the mailing tool to send prayer requests and newsletters to our supporters
- **Organisational /Administrative tasks:**
 - Management Committee (and Planning Group)

- Prepare and distribute Agendas and papers in conjunction with the Chair
 - Arrange and communicate dates of meetings to committee members
 - Attend and take Minutes of the meetings and distribute the agreed final version of the Minutes.
- Manage the databases of contacts, teachers and chaplains
 - Events
 - Take responsibility for organising CVEScotland events (venue, publicity, bookings etc)
 - Support speakers at events by ensuring they have literature and feedback forms
 - After an event load additional contact addresses on the database(s)
 - Ensure participants are followed up after events
 - **Other duties:** as required from time to time

LINE MANAGEMENT AND ACCOUNTABILITY

Line management for the Senior Administrator rests with the designated committee member tbd

SKILLS AND COMPETENCIES

Essential

- a strong Christian faith, the values of which you live out and demonstrate in your daily life
- commitment to the vision, values and work practices of CVEScotland
- agreement with the CVEScotland statement of faith
- administrative, organisational and secretarial skills (see tasks and responsibilities above)
- ability to manage the CVEScotland website
- ability to raise the profile of CVEScotland on social media
- self-awareness which allows you to ask for help in areas where you are less able
- ability to work independently and self-motivate
- ability to work as part of a team
- willingness and availability for work outside office hours
- strong motivation to work to a high standard

Desirable

- Graphic Design skills
- an ability to enhance the visual impact of CVEScotland online and at events

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 they affirm, and the highest authority for faith and life in keeping with the Christian Values in Education Scotland statement of faith. These principles require to be applied alongside the professional skills required in this role.

ⁱ CVES aims to provide:

- A rationale and clear evidence for the importance of continuing Christian involvement in Scottish schools
- A wide range of continuously updated online resources, advice and networking for Christian organisations and churches, youth workers and volunteers seeking to work with schools across Scotland
- Resources and networking, plus face-to-face training for Christian teachers working across Scotland within the school system