



Administrator

Important Information about the Job

Job Title	Administrator
Salary	£15.00 per hour
Location	Remote working
Hours of Work	This is a part time role of an average of eight hours per week, to be worked flexibly in consultation with the National Co-ordinator. Any variance from week to week will depend on the seasonality of the Synodical cycle and election timetables.
Contract	Part-time contract (average of 8 hours per week) for a fixed-term period until 31 st December 2026 in the first instance.
Probationary Period	This role has a probationary period of three months.
Leave	The annual leave entitlement for this position is 25 days per year (pro rata for part-time hours). Public holidays are additional to the annual leave entitlement.
Notice Period	During the probationary period, the notice required is one week. Following completion of the probationary period, notice required is one month from either the employee or the employer.
Disclosure and Barring Service Check	A Disclosure and Barring Service (DBS) check is not required for this position.

Job Description

Job Title	Administrator
Reports To	National Co-ordinator
Job Purpose	To manage and develop the routine administration of Together for the Church of England, ensuring good systems and organisation underpin the work of the organisation.
Working Relationships	<p>Internal: National Co-ordinator, Together Executive, Together Trustees including Treasurer, Communications Officer.</p> <p>External: Diocesan Together co-ordinators, Together supporters, general public interacting with the website or social media.</p>

Key Responsibilities and Tasks

1. Work with the National Co-ordinator to ensure the smooth running of the processes and functioning of the organisation.
2. Provide administrative support to the Inclusive Synod Election Campaign, being run in partnership between Together for the Church of England and the Inclusive Church Network.
3. Arranging and servicing meetings, both with internal stakeholders and external partners, whether online meetings or in person.
4. Manage routine email queries from Trustees and Supporters.
5. Set up and maintain an online space for staff and Trustees to access important documents.
6. Provide extra administrative support to the Together on General Synod (TOGS) group as required.
7. Liaise with the Treasurer to organise regular financial reports to Trustees and the National Co-ordinator as required.
8. Give administrative support to campaign actions, such as maintaining a list of clergy willing to offer standalone services of blessing to same-sex couples or helping distribute open letters to bishops.
9. Provide any other such administrative support as the organisation may require from time to time.

Person Specification

To succeed in this role you will need to demonstrate:		
	<i>Essentials</i>	<i>Desirables</i>
Experience	<p>Experience of working in an administration role.</p> <p>Experience supporting and servicing meetings (arranging meetings, distributing documents, minute taking, etc.)</p> <p>Experience of working flexibly in a small team</p>	
Skills/Knowledge	<p>Excellent communication and interpersonal skills through email, meetings, social media, etc.</p>	<p>Basic understanding of how the Church of England functions.</p>
Attributes	<p>Able to work flexible hours as reasonably requested.</p> <p>Well organised with good attention to detail.</p> <p>Good personal time management and able to work within tight deadlines.</p> <p>Support for the ethos and values of Together for the Church of England.</p>	